RARE BOOKS AND MANUSCRIPTS

1974-1975

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

While the Rare Book and Manuscript Library continues in a state of growth and well-being, problems relating to its physical environment, staff, and continuing backlog of book cataloging and manuscript processing make it difficult for this specialized area of the library to fully realize its goals within the University community. Emphasis this year has again been placed on the development of its resources for research. Important acquisitions -- the John Steinbeck Collection, the Frankenhuis Collection of World War I Posters, the Elliott V. Bell Collection on Angling, and the papers of Whitney M. Young, Jr., Peter Wellington Alexander, Harper & Brothers, Council on Religion in International Affairs and Tower Family, to mention only a few -- have strengthened and developed our resources in the areas of publishing, international affairs, and American history and literature, in particular. Support among donors, expecially publishers and institutions, and the use by scholars of these resources have assisted in this developemnt through their active interest and encouragement.

Gifts of books and manuscripts during 1974-1975 have continued at the high level of the previous year. Their estimated or appraised value was $407,490.75, and the number of separate donations has risen 25% to a total of 165. Of the above total the Friends of the Columbia Libraries contributed $194,841.25 in cash and gifts of books and manuscripts. As the Friends organization begins its twenty-fifth year, and we note the above annual support, it becomes apparent that the organization has played an important continuing role in the growth of the research collections of the Libraries.

The growth and development of the Rare Book and Manuscript Library, as outlined in this report, could not have been achieved without the high motivation and standards of performance of the staff of the Rare Book and Manuscript Library. Their support of our programs and their enthusiasms for all aspects of their positions enabled us to continue our obligations to the scholarly community.

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I. Summary of Year's Work

Collection Development and Maintenance

Gifts. During 1974-1975 books and manuscripts received by gift have shown the high quality and value consistent with our collecting policies. Donors have added 2,827 volumes and 483,988 manuscript items worth $407,490.75 in appraised or estimated value. Among the 165 separate donations (as compared with 132 in 1973-74) are 41 collections of manuscripts and papers. The major gifts were recorded in "Our Growing Collections" in each issue of the Columbia Library Columns.

Purchases. During the year we expended $36,334.85, of which $32,608 represented budgeted funds (including binding and periodical allotments). The remaining $3,800 was donated to the Rare Book and Manuscript Library for specific purposes, or represents purchases made through funds generated by the disposal of duplicate books. Purchased during the year were 55 rare editions, 6 collections and 11 manuscripts. A detailed breadkown by fund is given in Part III of this report.

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 1,107 items (including posters) having a sale or exchange value of $52,146.53. Included in this total is $46,035.78, the amount realized from the sale of duplicates from the Jack Harris Samuels Library. In February of 1974, $66,900 was borrowed from the Charles Mixer Fund to cover an abatement due on the Samuels Bequest. Samuels duplicates were sold to reimburse the Mixer Fund.

Appraisals. This year an Appraisals Fund was establised for the purpose of paying the charges for appraising gift collections of books and manuscripts. Four appraisal bills, covering 32 separate gift collections, were charged to the Fund by the Rare Book and Manuscript Library.

Binding and Preservation. During the year, 185 volumes were bound by the commercial binder (compared with 139 in 1973-74). The re-furbishing of the Incunabula Collection was completed, and we began to re-bind the collection of 17th century quarto editions of plays. The Columbia bindery repaired and recased 98 volumes (compared with 229 volumes in 1973-74). The Rare Book Library also used 1,086 Gaylord pamphlet bindings for books in wrappers, leaflets and ephemera. 853 leather-bound volumes were lactated and oiled, nearly four times the number treated the previous year.

Exhibitions. Our annual program of public exhibitions on the third floor of Butler Library has included the following exhibits:

Posters by Maxfield Parrish. December 14, 1973--February 28, 1974

Random House Imprint. March 1--May 20, 1974

The Invisible Image: American Typefounding and the Printed Book, 1725-1900. May 20--September 15,1974

10 Collections and Other Gifts. September 19--December 15, 1974

Celebrities from the Daniel Longwell Collection (and) Celebrities From the Samuel Rosenberg Collection. December 18, 1974--February 28, 1975

The Elliott V. Bell Angling Collection. March 3--May 14, 1975

The Frankenhuis Collection of World War I Posters. May 19--September 24, 1975

In addition to the above, we mounted an exhibition, "The Brothers Harper & Their Authors," in Low Memorial Library. The exhibition opened with a reception on February 6, 1975, sponsored by the University Librarian and the Friends of the Columbia Libraries, and received full coverage in the press and on the radio. It remained on view until April 4.

Books and manuscripts from the collections were also lent for the purposes of exhibition to other institutions, including the Folger Library, Adelphi College, the Metropolitan Museum of Art, the Cloisters and the Grolier Club.

Bibliographical Control

Printed Materials. The collections have been increased this year by the addition of 2,882 volumes through purchase and gift. Our arrearages (after deducting 3,913 volumes cataloged, 1,107 duplicates sold or exchanged, and 3,110 volumes sent to other departments) now stands at 58,537, a decrease of 8.2% over the previous year. This encouraging decrease can be accounted for by the continuing goal of weeding gifts which come to the Rare Book and Manuscript Library, and by the increased number of hours alloted to our books by the Cataloging Department.

We are continuing to create records on all uncataloged books and ephemera over which there had previously been no bibliographical control. Approximately 2,600 titles have been described and recorded during the year. Work has been completed on the Samuels Library, as well as several smaller groups of first editions.

The total recorded holdings in printed materials, as of June 30, 1975, stands at 334,170. This figure does not include the arrearages of 58,537 volumes.

Manuscript Collections. The Library's holdings of manuscripts have been increased by the addition of 41 manuscript collections and numerous smaller groups of letters and papers, comprising 483,988. During the year 702,587 manuscripts were processed and 5,844 manuscripts and letters were individually cataloged.

The total recorded holdings in manuscripts, as of June 30, 1975, stands at 6,054,826 items in 787 separate and distinct collections.

Reference and Circulation Services

Statistics on the use of rare books and manuscripts in both Reading Rooms are as follows:

Rare Book Reading Room		Manuscript Reading Room	
Books	Manuscripts	Manuscripts	Oral History
12,176	1,112	1,517,202	2,780

The above figures represent increases of 20% in the categories of "Books" and "Oral History Memoirs"; and the use of manuscripts in the Rare Book Reading Room has more than doubled in the past year. Peak use of rare books occured during November, February and April; and that of manuscripts, during July, August, January, April and June. During these months the Reading Rooms were filled to capacity, and occasionally readers in the Manuscript Reading Room were waiting for seats and desks. The resultant overuse during these periods caused considerable strain on staff, facilities and security administration. Once again, one must report that, because of heavy use the demand in the Manuscript Reading Room, the staff is not able to devote as much time to the processing and cataloging of manuscripts as would be desirable. Scholarly use remains at a high level, and our collecting policies require continued acquisitions of important research collections in the fields of publishing, international affairs, American history and Columbia University scholarship. Consequently, the list of unfinished manuscript projects grows each year, primarily in the areas of providing complete catalog records and registers and calendars.

The number of reader visits recorded the past year are as follows:

Rare Book Reading Room	4,391
Manuscript Reading Room	1,752

For the second year, the total number of reader visits, 6,143, represents the largest annual number on record.

During the past year a survey of Manuscript Room users (excluding those using Oral History Memoirs) was conducted by Bernard Crystal to identify the categories of readers, where they came from and the fields of research in which they were engaged. Of the 118 graduate students who applied for use, 63 were from Columbia (including Teachers College and Union Theological Seminary). The majority were enrolled in the Graduate School of Arts and Sciences (35), with the professional schools providing 19 users, chiefly School of Library Service students. The remaining users represented colleges and universities from the United States, Canada, Great Britain, Germany and Japan. Among the American institutions the greatest number of students came from City University of New York, New York University, Princeton and Yale.

Of the 114 faculty users, 28 were from Columbia (College, 5; Barnard, 6; University Seminars, 6; Miscellaneous, 11). The remaining 86 faculty members came from such universities as California, Cambridge, City University of New York, Chicago, Frankfort, Nihon (Tokyo), Oxford, State University of New York and Western Australia.

In addition to academic users, 19 scholars came from museums, libraries, private research institutes, and U.S. government agencies. Among the researchers from business and commercial firms, the majority were from publishers. The remaining 18 unaffiliated readers were free-lance writers.

The areas of research engaged in by our users can be seen in the following list:

History:	118	(American history; 101)
Social Sciences;	89	(political Science, 39;
Literature:	80	economics, 16;
Science:	15	education, 16)
Theatre & Film:	14	(American literature, 58)
Art:	10	
Music:	8	

This survey indicates that, while serving the research needs of the Columbia community, our manuscript collections serve the world of scholarship in even greater numbers.

Lectures were given by all members of the professional staff to graduate seminars on the use of rare books and manuscripts, and on our research holdings in specific areas, primarily English literature, American history and library service. 964 reference and gift letters were written by members of the library staff.

Administration

The administrative organization review of the Rare Book and Manuscript Library was completed this year. The Task Force was chaired by the Librarian for Rare Books and Manuscripts, and its members included Bernard Crystal, Carol Mandel, Jacqueline Mueller, and Jerome Yavarkovsky, ex officio. In accordance with the new organization the name was changed from "Special Collections" to "Rare Book and Manuscript Library" which had been recommended as more distincitive of the role played by the Library in the context of the University Libraries in general. Further, the roles of the Rare Book Department and Manuscript Department were delineated and clarified. Under the terms of the organization review, the principal adminstrator of each Department is an Assistant

Librarian, and the Librarian for Rare Books and Manuscripts urges the implimentation of this provision for the efficient and logical administration of the Rare Book and Manuscript Collections. The administrative organization was passed by the Professional Advisory Committee and accepted by the University Librarian. A copy of the final description is on file in the Planning Office.

Staffing and Training

The full-time professional and secretarial staff for the Rare Book and Manuscript Library during the past year was as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Assistant Librarian for Rare Books and Manuscripts	Bernard R. Crystal
Reference Librarian, Rare Book Department	Rudolph Ellenbogen
Reference Librarian, Manuscript Department	Mary B. Bowling
Curator, Columbia Library	Alice H. Bonnell and Paul R. Palmer designate
Exhibitions Assistant (part-time)	Coman Leavenworth
Secretary	Deborah S. Aaron

Having reached the age of 68 during the past year, Miss Bonnell retired as Curator of Columbiana on June 30, 1975. Mr. Paul R. Palmer, formerly Theatre Arts Librarian and Bibliographer in the Avery Library, has been appointed to the position of Curator effective July 1, 1975. Mr. Palmer worked with Miss Bonnell since May 1 to become familiar with the Library's numerous information files and collections. Beginning July 1 Columbiana's hours of opening will be shifted to afternoons, 1 p.m. to 5 p.m., to accommodate visitors who tend to tour in greater numbers during the afternoons. It is recommended that the hours of opening be increased to fulltime, 9-12 a.m. and 1-5 p.m., to allow maximum use by students, alumni and Low Library administrative staff, and it is hoped that this change can be affected during 1975-76.

Physical Environment

During holiday periods and the months of June and July the Manuscript Reading Room is filled to capacity nearly every day, and frequently scholars and researchers must work at typewriter tables or wait for desks. Because the professional staff is small, and the reference librarian must perform dual functions as bibliographer (manuscript processer and cataloger) and supervisor of the Reading Room, it is necessary to do much of the processing and cataloging in the Reading Room, although it is not suitable for this type of activity. Further, space on stack 14 is too restrictive to properly store large collections awaiting processing. We require a space suitable for the processing of manuscript collections and archives, and for their storage before work on them is begun.

The Rare Book and Manuscript Library has space to allow for expansion (at the present rate of growth) for about 3-4 years. We have been assured that, when the Health Sciences Library removes books from storage on stack 15, we shall be assigned that space for the shelving of lesser-used book and manuscript collections.

II. Future Prospects

Although many of the items listed below have been more fully discussed elsewhere in this report, it might be well to include them here as well to call attention

to their importance to the Library's well-being:

1. The lack of processing space is only one part of our overall space requirements. There is also considerable need for appropriate and adequate reading room facilities, storage facilities for out-sized and non-book materials (such as posters, stage models, mathematical instruments, etc.), and exhibition space. The assignment of stack 15 to the Rare Book and Manuscript Library will help alleviate a few of these space problems, and the installation of flat cases in some of these areas will help solve another problem: But the most important space requirements can be solved only by new reading room, office and processing facilities, all of which are, of course, contingent on the re-designing and re-modelling of Butler Library.

2. Because of the rate of acquisitions of manuscripts and archives, and the large sizes of several of our new collections, it is not possible to process and catalog these groups of papers as thoroughly and completely as called for in the standards which we have followed in the past for the preparation of collections for scholarly and research use. Work on recently acquired collections remains in abeyance because of the lack of sufficient processing time. The addition of another professional librarian, as recommended in the organization review, would allow a re-assignment of duties to allot more staff-time for the processing and cataloging of manuscripts.

3. With the continued growth of uncataloged printed books, attention must also be called to the 58,587 volumes (compared with 63,391 in 1973-74) which are not listed in the public catalog on the third floor of Butler. These uncataloged materials, though recorded on temporary slips in the Rare Book Reading Room, are by and large unknown to the University's graduate students and scholars outside the University.

4. The change in staff in the Columbiana Library has been reported elsewhere in this report. It is our considered opinion that the Library be restored to full-time operation, so that maximum use may be made of its facilities by our students, administrative staff and visitors. Also, since the Library is situated on the main floor of Low Library, it seems advisable from a public relations point of view to have the premises available for use and visits during the times the building is open to the public.

III. Additional Report

BOOK ORDER FUNDS

1974-75 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	22 $ 670.26	3 $ 334.75	2 $14,485.00		2 $ 31.96	$15,521.97
297	8 $ 742.50	3 $2,400.00	2 $ 702.53			$ 3,845.03
299				4 $ 1,925.00		$ 1,925.00
482	4 $4,550.00					$ 4,550.00
483	2 $ 155.00					$ 155.00
484	8 $1,033.50		1 $ 375.00			$ 1,408.50
497	5 $4,285.00	1 $ 524.35				$ 4,809.35
533		2 $ 1,400.00				$ 1,400.00
534	3 $ 475.00	1 $ 150.00	1 $ 600.00			$ 1,225.00
536	3 $ 945.00	1 $ 550.00				$ 1,495.00
TOTALS	55 $12,856.26	11 $5,359.10	6 $16.162.53	4 $1,925.00	2 $ 31.96	$36,334.85

COLUMBIANA
Annual Report - 1974/75

I. Summary of the year's work

A. Printed Materials

Acquisitions

The Columbiana Collection has been increased in 1974/75 by the addition of 70 volumes, 36 monographs and 34 serials catalogued, & 28 duplicates.

Cataloging and indexing

70 volumes were catalogued in 1974/75 of which 34 volumes were serials. Cataloging of Columbiana materials is now up to date. Xerox copies of Columbia-related articles clipped from the newspapers by the Journalism Library have been the chief source of material to keep the Columbiana vertical file up to date. The daily received press releases and contributions of clippings from newspapers, etc. outside New York by alumni serve to supplement these materials.

Work has continued this year on sorting and preserving materials from the files of the Alumni News and the Journalism Morgue, transferred to Columbiana many years ago. The files are very extensive amd many years will be required to sort and process them but the material contained in them is for the most part new to the Columbiana files and therefore valuable.

B. Manuscripts and Manuscript Collections

Acquisitions

18 individual manuscripts were acquired during 1974/75. Among these were a study of the Department of Art by Elaine Foster, 5 letters from James A. Noyes, Class of 1878, a volume of prize essays, including one by John Erskine, etc.

Cataloging

8 manuscript books and 127 letters and documents have been processed in Columbiana in 1974/75. Additions were made to the

Administrative and Departmental records Collections. 3 manuscript collections also were processed - Gustavus Kirby, P & S correspondence relating to the union with Columbia, Correspondence regarding banning of football at Columbia ca. 1903.

C. Other Materials

Among the non-book, non-manuscript materials acquired in 1974/75 were three framed sketches of Columbia buildings by H. Brand, the gift of Dr. Jacques Barzun, the diplomas and honors awarded Frank S. Hogan, the gift of his widow, materials relating to the Class of 1925, Columbia College and especially to their 50th anniversary celebration, the gift of Richmond B. Williams.

D. Binding

126 volumes were sent in 1974/75 to the binding department for portfolio boards and pamphlet binding. These are chiefly volumes in need of protective covering. 254 volumes were received from the binding department during the year.

2) Bibliographic Control

The index to Columbia College Today has been brought up to date as well as that of honorary degrees granted at Columbia. The list of 'Missing in Inventory' re-checked last year, shows a number of volumes never located. No full scale inventory is possible with the reduced hours and staff.

3) Reference and Circulation

In 502 Reader Visits, 1267 items were used in the Reading Room, 373 items sent for intramural loan and 24 for extramural loan in 1974/75. In addition to requests received in the Reading Room for information and reference assistance, many telephone and mail requests come daily. 178 reference letters were written during the year.

Chief among Columbiana's users are the officers of administration in Low Library, students and faculty of Columbia University, Office of Public Information, staff of Spectator, Columbian, Columbia Reports, etc. and the Alumni Federation Office. Visitors for research

have included: Professor David Humphrey, Carnegie-Mellon University, for his history of King's College; Dr. Barbara Graymont, Nyack College Nyack, N.Y. continuing her study of Daniel DeLeon; Dean Peter Pouncey, Columbia College, for early history of Columbia College; Patrick Johnson, doctoral candidate, for materials relating to Franklin Giddings and his teaching at Columbia; Class of 1935 Law for materials relating to their years at Columbia for their 40th reunion meeting; Evelyn Worth to continue her study of F.A.P. Barnard, etc., etc.

Intramural loans (373) were made chiefly to officers of administration in Low Library and to the student publications. Extramural loans (24) were made to college libraries and publishing firms.

4) Library Operations and Administration

a) Reduction of hours of service

For the third year Columbiana has operated on a 17½ hour week. This reduced schedule and staff make it possible to carry on only the essential services with little time for manuscript and other processing.

b) King's College Room

The King's College Room continues to please and interest visitors though few visit it in the mornings when Columbiana is open. This year keys have been given to Mrs. Dahlke so that distinguished vistors may be given a view of the room.

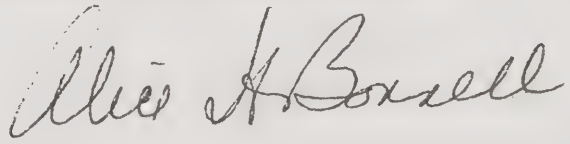
c) Exhibitions

An exhibition depicting Columbia's relation to the U.S. Bi-centenial was set up in a single case on the second floor of the Empire State building. This, along with a number of other exhibit cases filled by other institutions in New York City, is in the area where tourists assemble for a tour of the building, the whole area being redecorated for the celebration.

d) Staff

Columbiana operated again this year with the services of the Curator and one student assistant for 17½ hours per week.

Respectfully submitted



Alice H. Bonnell
Curator, Columbiana

	1971/72	1972/73	1973/74	1974/75
B. Manuscripts.				
Books	5	3	0	8
Letters & documents..	20	0	0	127
Manuscript Collec....	2	0	0	3
Add. to Ms. Collec...	2	0	0	16
C. Other Materials				
Framed pictures	4	12	6	9
Scrapbooks	2	5	3	2
Departmental Records	15	0	5	6
Administrative Rec.	13	0	1	10

COLUMBIANA
Annual Report 1974/75

Statistics

	1971/72	1972/73	1973/74	1974/75
Registered Readers.....	523	455	593	502
Visitors.....	2354	1715	1640	441
Use in Reading Room.....	1143	922	1108	1267
Intramural use	113	346	210	373
Extramural use	1	18	9	24
Total use	1257	1286	1327	1664

Growth of Collections

A. Printed Materials

New Acquisitions cata.				
Books....	15	7	52	36
Serials..	52	52	39	34
New Acquisitions uncat.	5	3	0	0
Duplicates.....	25	14	51	28
Faculty off-prints	300 ca.	15	25	0

B. Manuscripts

Individual manuscripts				
Books....	0	7	2	4
Letters & doc..	15	8	2	14
Ms. Collections	1	0	0	1
Additions to Ms. C.	0	2	5	15

C. Other Materials Acquired

Framed Pictures	10	0	4	9
Diplomas	12	0	0	9
Scrapbooks.....	33	4	3	2
Photographs.....	863	160	3	7
Memorabilia	204	38	212	65
Sculpture	0	0	1	0
Posters	0	0	0	17

Processing

A. Printed Materials

Previous acquisitions catalogued	183m 17s	59m	90m	0
Sent to Cataloging....	269m 25s	38m 9s	87m 9s	45m 8s
Sent to binding.....	237	155	160	126
Received from cata....	198m 69s	66m 52s	143m 39s	36m 34s
Received from Binding.	193	189	102	254

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1975
Preliminary

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	4,661,913
Serial titles received	59,627
Microfilms (reels)	103,799
Microtext (physical units; excluding microfilms)	1,200,273
Total microform units	1,304,072

Processing

Volumes added to collections (gross)	121,963
Volumes withdrawn from collections	32,584
Volumes added to collections (net)	89,379
Periodical titles added (gross)	2,156
Other serial titles added (gross)	938
Serial and periodical titles discontinued	2,944
Volumes bound (commercial only)	44,351
Catalog cards produced	795,637

Staff (Budgeted Figures)

Number of professional staff (FTE)	143*
Full-time and regular part-time supporting and supervisory staff (FTE)	301
Students and other hourly workers as FTE	94
Total FTE	538

Circulation

Loans to individuals	1,209,203
Loans to Columbia libraries	6,985
Loans to non-Columbia libraries, including affiliates	19,131
Total circulation	1,235,319

Expenditures

Salaries and wages	$4,867,782
Fringe benefits	630,504
Books, journals and materials	1,400,105
Binding (commercial only)	130,075
Other (including office supplies and equipment)	406,365
Total expenditures	$7,434,831

* Includes several professional positions other than librarians.

8/18/75

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1974 TO JUNE 30, 1975
SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1974	Total Added	Total Withdrawn	Net Change	June 30, 1975
Humanistic and Historical Studies Center					
Browsing Room	3,981	-	-	-	3,981
Butler Library:					
Central Stacks	1,302,643	30,860	5,599	25,261	1,327,904
Theater Arts Collection	1,627	-	173	(173)	1,454
Graphic Arts Collection	11,915	281	12	269	12,184
Instructional Library					
Burgess-Carpenter Library	142,350	4,953	12,240	(7,287)	135,063
College Library	54,235	175	493	(318)	53,917
Philosophy Library	13,297	162	90	72	13,369
Library Service Library	87,845	3,477	342	3,135	90,980
College Catalog Collection	136,585	1,654	-	1,654	138,239
Music Library	48,902	1,688	393	1,295	50,197
Paterno Library	20,671	579	868	(289)	20,382
Reference Collection	31,875	1,433	1,034	399	32,274
TOTAL: HUMANISTIC AND HISTORICAL STUDIES CENTER	1,855,926	45,262	21,244	24,018	1,879,944
Science and Engineering Information Center					
Biological Sciences Library	39,021	1,105	180	925	39,946
Chemistry Library	29,578	1,075	6	1,069	30,647
Computer Center Library	833	75	287	(212)	621
Geology Library	74,546	1,114	496	618	75,164
Geoscience (Lamont) Library	17,448	945	154	791	18,239
Mathematics Library	21,416	490	14	476	21,892
Monell (Engineering) Library	163,915	2,433	226	2,207	166,122
Physics Library	19,748	1,540	8	1,532	21,280
Psychology Library	22,966	1,028	753	275	23,241
Science Library	71,737	473	78	395	72,132
TOTAL: SCIENCE AND ENGINEERING INFORMATION CENTER	461,208	10,278	2,202	8,076	469,284
Social Science Center					
Business Library	295,006	5,440	2,115	3,325	298,331
Journalism Library	12,922	358	97	261	13,183
Lehman Library	95,557	12,533	477	12,056	107,613
Social Work Library	89,737	3,943	1,598	2,345	92,082
TOTAL: SOCIAL SCIENCE CENTER	493,222	22,274	4,287	17,987	511,209
Distinctive Collections					
Avery Library	103,821	3,078	84	2,994	106,815
Fine Arts Library	54,380	3,875	99	3,776	58,156
Ware Library	3,747	777	6	771	4,518
East Asian Library	369,406	14,488	419	14,069	383,475
Health Sciences Library	324,842	6,305	3,893	2,412	327,254
Law and International Law Library	550,119	10,437	324	10,113	560,232
Rare Book and Manuscript Library	338,904	5,146	25	5,121	344,025
Columbiana	16,959	43	1	42	17,001
TOTAL: DISTINCTIVE COLLECTIONS	1,762,178	44,149	4,851	39,298	1,801,476
TOTAL CHANGE IN SIZE OF COLLECTIONS:	4,572,534	121,963	32,584	89,379	4,661,913

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1974 TO JUNE 30, 1975
SUMMARY SHEET: MICROFORMS

	MICROFILM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/75	Net Added	6/30/75	Net Added	6/30/75	Net Added	6/30/75	Net Added	6/30/75
Humanistic & Historical Studies Center										
Burgess-Carpenter Library	1	1	136	136	0	0	0	0	137	137
Butler Library Central Stacks	62	62	0	0	0	0	0	0	62	62
Library Service Library	235	389	5	5	0	0	0	0	240	394
Microforms Reading Room	2,873	77,675	12,519	122,809	32	44,782	3,519	309,809	18,943	555,075
Music Library	17	845	0	0	0	3,957	0	0	17	4,802
Paterno Library	0	6	0	0	0	0	0	0	0	6
TOTAL: HUMANISTIC & HISTORICAL STUDIES CENTER	3,188	78,978	12,660	122,950	32	48,739	3,519	309,809	19,399	560,476
Science & Engineering Information Center										
Biological Sciences Library	0	1	0	0	0	0	0	0	0	1
Chemistry Library	0	18	0	0	0	1,403	0	0	0	1,421
Computer Center Library	0	151	0	0	0	0	0	0	0	151
Geology Library	2	3	0	0	0	0	0	0	2	3
Geoscience (Lamont) Library	0	445	531	605	2,358	4,817	0	0	2,889	5,867
Mathematics Library	10	49	0	0	0	0	0	0	10	49
Monell (Engineering) Library	241	2,702	59,274	527,900	0	63,282	0	0	59,515	593,884
Physics Library	0	31	0	0	0	316	0	0	0	347
Psychology Library	0	0	929	929	0	0	0	0	929	929
Science Library	4	146	0	0	0	0	0	0	4	146
TOTAL: SCIENCE & ENGINEERING INFORMATION CENTER	257	3,546	60,734	529,434	2,358	69,818	0	0	63,349	602,798
Social Science Center										
Business Library	586	2,223	6,065	24,441	0	43,122	0	0	6,651	69,786
Journalism Library	35	1,074	0	0	0	0	0	0	35	1,074
Lehman Library	1,390	10,172	11	333	0	1,244	0	0	1,401	11,749
TOTAL: SOCIAL SCIENCE CENTER	2,011	13,469	6,076	24,774	0	44,366	0	0	8,087	82,609
Distinctive Collections										
Avery Library	2	76	0	1	0	0	0	0	2	77
Fine Arts Library	11	21	0	0	0	0	0	0	11	21
East Asian Library	349	6,076	0	0	0	0	0	0	349	6,076
Health Sciences Library	4	26	149	149	0	0	0	0	153	175
Law Library	0	1,037	0	466	0	17,000	0	32,767	0	51,270
Rare Book and Manuscript Library	16	419	0	0	0	0	0	0	16	419
Columbiana	0	151	0	0	0	0	0	0	0	151
TOTAL: DISTINCTIVE COLLECTIONS	382	7,806	149	616	0	17,000	0	32,767	531	58,189
TOTAL CHANGE IN SIZE OF COLLECTIONS: MICROFORMS	5,838	103,799	79,619	677,774	2,390	179,923	3,519	342,576	91,366	1,304,072

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION STATISTICS

JULY 1, 1974 TO JUNE 30, 1975

HUMANISTIC AND HISTORICAL STUDIES CENTER			
Butler Library (Central Stacks)		298,314	
Instructional Library:			
Burgess-Carpenter	62,019		
College	149,718		
Philosophy	4,088		
Total		215,825	
Library Service Library		50,122	
Music Library		83,978	
Paterno Library		2,389	
TOTAL: HUMANISTIC AND HISTORICAL STUDIES CENTER			650,628
SCIENCE AND ENGINEERING INFORMATION CENTER			
Biological Sciences Library		16,224	
Chemistry Library		11,342	
Geology Library		5,881	
Geoscience (Lamont) Library		3,250	
Mathematics/Science Library		9,379	
Monell (Engineering) Library		16,035	
Physics Library		10,546	
Psychology Library		29,340	
TOTAL: SCIENCE AND ENGINEERING INFORMATION CENTER			101,997
SOCIAL SCIENCE CENTER			
Business Library		156,600	
Journalism Library		10,142	
Lehman (International Affairs) Lib.		23,048	
Map Room		249	
Social Work Library		50,556	
TOTAL: SOCIAL SCIENCE CENTER			240,595
DISTINCTIVE COLLECTIONS			
Avery-Ware		20,044	
East Asian Library		34,397	
Fine Arts Library		59,754	
Health Sciences Library		81,265	
Law Library		43,867	
TOTAL: DISTINCTIVE COLLECTIONS			239,327
TOTAL CIRCULATION: COLUMBIA UNIVERSITY LIBRARIES:			1,232,547

RARE BOOKS AND MANUSCRIPTS

1974-1975

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

While the Rare Book and Manuscript Library continues in a state of growth and well-being, problems relating to its physical environment, staff, and continuing backlog of book cataloging and manuscript processing make it difficult for this specialized area of the library to fully realize its goals within the University community. Emphasis this year has again been placed on the development of its resources for research. Important acquisitions -- the John Steinbeck Collection, the Frankenhuis Collection of World War I Posters, the Elliott V. Bell Collection on Angling, and the papers of Whitney M. Young, Jr., Peter Wellington Alexander, Harper & Brothers, Council on Religion in International Affairs and Tower Family, to mention only a few -- have strengthened and developed our resources in the areas of publishing, international affairs, and American history and literature, in particular. Support among donors, expecially publishers and institutions, and the use by scholars of these resources have assisted in this developemnt through their active interest and encouragement.

Gifts of books and manuscripts during 1974-1975 have continued at the high level of the previous year. Their estimated or appraised value was $407,490.75, and the number of separate donations has risen 25% to a total of 165. Of the above total the Friends of the Columbia Libraries contributed $194,841.25 in cash and gifts of books and manuscripts. As the Friends organization begins its twenty-fifth year, and we note the above annual support, it becomes apparent that the organization has played an important continuing role in the growth of the research collections of the Libraries.

The growth and development of the Rare Book and Manuscript Library, as outlined in this report, could not have been achieved without the high motivation and standards of performance of the staff of the Rare Book and Manuscript Library. Their support of our programs and their enthusiasms for all aspects of their positions enabled us to continue our obligations to the scholarly community.

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I. Summary of Year's Work

Collection Development and Maintenance

Gifts. During 1974-1975 books and manuscripts received by gift have shown the high quality and value consistent with our collecting policies. Donors have added 2,827 volumes and 483,988 manuscript items worth $407,490.75 in appraised or estimated value. Among the 165 separate donations (as compared with 132 in 1973-74) are 41 collections of manuscripts and papers. The major gifts were recorded in "Our Growing Collections" in each issue of the Columbia Library Columns.

Purchases. During the year we expended $36,334.85, of which $32,608 represented budgeted funds (including binding and periodical allotments). The remaining $3,800 was donated to the Rare Book and Manuscript Library for specific purposes, or represents purchases made through funds generated by the disposal of duplicate books. Purchased during the year were 55 rare editions, 6 collections and 11 manuscripts. A detailed breadkown by fund is given in Part III of this report.

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 1,107 items (including posters) having a sale or exchange value of $52,146.53. Included in this total is $46,035.78, the amount realized from the sale of duplicates from the Jack Harris Samuels Library. In February of 1974, $66,900 was borrowed from the Charles Mixer Fund to cover an abatement due on the Samuels Bequest. Samuels duplicates were sold to reimburse the Mixer Fund.

Appraisals. This year an Appraisals Fund was establised for the purpose of paying the charges for appraising gift collections of books and manuscripts. Four appraisal bills, covering 32 separate gift collections, were charged to the Fund by the Rare Book and Manuscript Library.

Binding and Preservation. During the year, 185 volumes were bound by the commercial binder (compared with 139 in 1973-74). The re-furbishing of the Incunabula Collection was completed, and we began to re-bind the collection of 17th century quarto editions of plays. The Columbia bindery repaired and recased 98 volumes (compared with 229 volumes in 1973-74). The Rare Book Library also used 1,086 Gaylord pamphlet bindings for books in wrappers, leaflets and ephemera. 853 leather-bound volumes were lactated and oiled, nearly four times the number treated the previous year.

Exhibitions. Our annual program of public exhibitions on the third floor of Butler Library has included the following exhibits:

Posters by Maxfield Parrish. December 14, 1973--February 28, 1974

Random House Imprint. March 1--May 20, 1974

The Invisible Image: American Typefounding and the Printed Book, 1725-1900. May 20--September 15,1974

10 Collections and Other Gifts. September 19--December 15, 1974

Celebrities from the Daniel Longwell Collection (and) Celebrities From the Samuel Rosenberg Collection. December 18, 1974--February 28, 1975

The Elliott V. Bell Angling Collection. March 3--May 14, 1975

The Frankenhuis Collection of World War I Posters. May 19--September 24, 1975

In addition to the above, we mounted an exhibition, "The Brothers Harper & Their Authors," in Low Memorial Library. The exhibition opened with a reception on February 6, 1975, sponsored by the University Librarian and the Friends of the Columbia Libraries, and received full coverage in the press and on the radio. It remained on view until April 4.

Books and manuscripts from the collections were also lent for the purposes of exhibition to other institutions, including the Folger Library, Adelphi College, the Metropolitan Museum of Art, the Cloisters and the Grolier Club.

Bibliographical Control

Printed Materials. The collections have been increased this year by the addition of 2,882 volumes through purchase and gift. Our arrearages (after deducting 3,913 volumes cataloged, 1,107 duplicates sold or exchanged, and 3,110 volumes sent to other departments) now stands at 58,537, a decrease of 8.2% over the previous year. This encouraging decrease can be accounted for by the continuing goal of weeding gifts which come to the Rare Book and Manuscript Library, and by the increased number of hours alloted to our books by the Cataloging Department.

We are continuing to create records on all uncataloged books and ephemera over which there had previously been no bibliographical control. Approximately 2,600 titles have been described and recorded during the year. Work has been completed on the Samuels Library, as well as several smaller groups of first editions.

The total recorded holdings in printed materials, as of June 30, 1975, stands at 334,170. This figure does not include the arrearages of 58,537 volumes.

Manuscript Collections. The Library's holdings of manuscripts have been increased by the addition of 41 manuscript collections and numerous smaller groups of letters and papers, comprising 483,988. During the year 702,587 manuscripts were processed and 5,844 manuscripts and letters were individually cataloged.

The total recorded holdings in manuscripts, as of June 30, 1975, stands at 6,054,826 items in 787 separate and distinct collections.

Reference and Circulation Services

Statistics on the use of rare books and manuscripts in both Reading Rooms are as follows:

Rare Book Reading Room		Manuscript Reading Room	
Books	Manuscripts	Manuscripts	Oral History
12,176	1,112	1,517,202	2,780

The above figures represent increases of 20% in the categories of "Books" and "Oral History Memoirs"; and the use of manuscripts in the Rare Book Reading Room has more than doubled in the past year. Peak use of rare books occured during November, February and April; and that of manuscripts, during July, August, January, April and June. During these months the Reading Rooms were filled to capacity, and occasionally readers in the Manuscript Reading Room were waiting for seats and desks. The resultant overuse during these periods caused considerable strain on staff, facilities and security administration. Once again, one must report that, because of heavy use the demand in the Manuscript Reading Room, the staff is not able to devote as much time to the processing and cataloging of manuscripts as would be desirable. Scholarly use remains at a high level, and our collecting policies require continued acquisitions of important research collections in the fields of publishing, international affairs, American history and Columbia University scholarship. Consequently, the list of unfinished manuscript projects grows each year, primarily in the areas of providing complete catalog records and registers and calendars.

The number of reader visits recorded the past year are as follows:

Rare Book Reading Room	4,391
Manuscript Reading Room	1,752

For the second year, the total number of reader visits, 6,143, represents the largest annual number on record.

During the past year a survey of Manuscript Room users (excluding those using Oral History Memoirs) was conducted by Bernard Crystal to identify the categories of readers, where they came from and the fields of research in which they were engaged. Of the 118 graduate students who applied for use, 63 were from Columbia (including Teachers College and Union Theological Seminary). The majority were enrolled in the Graduate School of Arts and Sciences (35), with the professional schools providing 19 users, chiefly School of Library Service students. The remaining users represented colleges and universities from the United States, Canada, Great Britain, Germany and Japan. Among the American institutions the greatest number of students came from City University of New York, New York University, Princeton and Yale.

Of the 114 faculty users, 28 were from Columbia (College, 5; Barnard, 6; University Seminars, 6; Miscellaneous, 11). The remaining 86 faculty members came from such universities as California, Cambridge, City University of New York, Chicago, Frankfort, Nihon (Tokyo), Oxford, State University of New York and Western Australia.

In addition to academic users, 19 scholars came from museums, libraries, private research institutes, and U.S. government agencies. Among the researchers from business and commercial firms, the majority were from publishers. The remaining 18 unaffiliated readers were free-lance writers.

The areas of research engaged in by our users can be seen in the following list:

History:	118	(American history; 101)
Social Sciences;	89	(political Science, 39;
Literature:	80	economics, 16;
Science:	15	education, 16)
Theatre & Film:	14	(American literature, 58)
Art:	10	
Music:	8	

This survey indicates that, while serving the research needs of the Columbia community, our manuscript collections serve the world of scholarship in even greater numbers.

Lectures were given by all members of the professional staff to graduate seminars on the use of rare books and manuscripts, and on our research holdings in specific areas, primarily English literature, American history and library service. 964 reference and gift letters were written by members of the library staff.

Administration

The administrative organization review of the Rare Book and Manuscript Library was completed this year. The Task Force was chaired by the Librarian for Rare Books and Manuscripts, and its members included Bernard Crystal, Carol Mandel, Jacqueline Mueller, and Jerome Yavarkovsky, ex officio. In accordance with the new organization the name was changed from "Special Collections" to "Rare Book and Manuscript Library" which had been recommended as more distincitive of the role played by the Library in the context of the University Libraries in general. Further, the roles of the Rare Book Department and Manuscript Department were delineated and clarified. Under the terms of the organization review, the principal administrator of each Department is an Assistant

Librarian, and the Librarian for Rare Books and Manuscripts urges the implimentation of this provision for the efficient and logical administration of the Rare Book and Manuscript Collections. The administrative organization was passed by the Professional Advisory Committee and accepted by the University Librarian. A copy of the final description is on file in the Planning Office.

Staffing and Training

The full-time professional and secretarial staff for the Rare Book and Manuscript Library during the past year was as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Assistant Librarian for Rare Books and Manuscripts	Bernard R. Crystal
Reference Librarian, Rare Book Department	Rudolph Ellenbogen
Reference Librarian, Manuscript Department	Mary B. Bowling
Curator, Columbia Library	Alice H. Bonnell and Paul R. Palmer designate
Exhibitions Assistant (part-time)	Coman Leavenworth
Secretary	Deborah S. Aaron

Having reached the age of 68 during the past year, Miss Bonnell retired as Curator of Columbiana on June 30, 1975. Mr. Paul R. Palmer, formerly Theatre Arts Librarian and Bibliographer in the Avery Library, has been appointed to the position of Curator effective July 1, 1975. Mr. Palmer worked with Miss Bonnell since May 1 to become familiar with the Library's numerous information files and collections. Beginning July 1 Columbiana's hours of opening will be shifted to afternoons, 1 p.m. to 5 p.m., to accommodate visitors who tend to tour in greater numbers during the afternoons. It is recommended that the hours of opening be increased to fulltime, 9-12 a.m. and 1-5 p.m., to allow maximum use by students, alumni and Low Library administrative staff, and it is hoped that this change can be affected during 1975-76.

Physical Environment

During holiday periods and the months of June and July the Manuscript Reading Room is filled to capacity nearly every day, and frequently scholars and researchers must work at typewriter tables or wait for desks. Because the professional staff is small, and the reference librarian must perform dual functions as bibliographer (manuscript processer and cataloger) and supervisor of the Reading Room, it is necessary to do much of the processing and cataloging in the Reading Room, although it is not suitable for this type of activity. Further, space on stack 14 is too restrictive to properly store large collections awaiting processing. We require a space suitable for the processing of manuscript collections and archives, and for their storage before work on them is begun.

The Rare Book and Manuscript Library has space to allow for expansion (at the present rate of growth) for about 3-4 years. We have been assured that, when the Health Sciences Library removes books from storage on stack 15, we shall be assigned that space for the shelving of lesser-used book and manuscript collections.

II. Future Prospects

Although many of the items listed below have been more fully discussed elsewhere in this report, it might be well to include them here as well to call attention

to their importance to the Library's well-being:

1. The lack of processing space is only one part of our overall space requirements. There is also considerable need for appropriate and adequate reading room facilities, storage facilities for out-sized and non-book materials (such as posters, stage models, mathematical instruments, etc.), and exhibition space. The assignment of stack 15 to the Rare Book and Manuscript Library will help alleviate a few of these space problems, and the installation of flat cases in some of these areas will help solve another problem: But the most important space requirements can be solved only by new reading room, office and processing facilities, all of which are, of course, contingent on the re-designing and re-modelling of Butler Library.

2. Because of the rate of acquisitions of manuscripts and archives, and the large sizes of several of our new collections, it is not possible to process and catalog these groups of papers as thoroughly and completely as called for in the standards which we have followed in the past for the preparation of collections for scholarly and research use. Work on recently acquired collections remains in abeyance because of the lack of sufficient processing time. The addition of another professional librarian, as recommended in the organization review, would allow a re-assignment of duties to allot more staff-time for the processing and cataloging of manuscripts.

3. With the continued growth of uncataloged printed books, attention must also be called to the 58,587 volumes (compared with 63,391 in 1973-74) which are not listed in the public catalog on the third floor of Butler. These uncataloged materials, though recorded on temporary slips in the Rare Book Reading Room, are by and large unknown to the University's graduate students and scholars outside the University.

4. The change in staff in the Columbiana Library has been reported elsewhere in this report. It is our considered opinion that the Library be restored to full-time operation, so that maximum use may be made of its facilities by our students, administrative staff and visitors. Also, since the Library is situated on the main floor of Low Library, it seems advisable from a public relations point of view to have the premises available for use and visits during the times the building is open to the public.

III. Additional Report

BOOK ORDER FUNDS

1974-75 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	22 $ 670.26	3 $ 334.75	2 $14,485.00		2 $ 31.96	$15,521.97
297	8 $ 742.50	3 $2,400.00	2 $ 702.53			$ 3,845.03
299				4 $ 1,925.00		$ 1,925.00
482	4 $4,550.00					$ 4,550.00
483	2 $ 155.00					$ 155.00
484	8 $1,033.50		1 $ 375.00			$ 1,408.50
497	5 $4,285.00	1 $ 524.35				$ 4,809.35
533		2 $ 1,400.00				$ 1,400.00
534	3 $ 475.00	1 $ 150.00	1 $ 600.00			$ 1,225.00
536	3 $ 945.00	1 $ 550.00				$ 1,495.00
TOTALS	55 $12,856.26	11 $5,359.10	6 $16.162.53	4 $1,925.00	2 $ 31.96	$36,334.85

COLUMBIANA
Annual Report - 1974/75

I. Summary of the year's work

A. Printed Materials

Acquisitions

The Columbiana Collection has been increased in 1974/75 by the addition of 70 volumes, 36 monographs and 34 serials catalogued, & 28 duplicates.

Cataloging and indexing

70 volumes were catalogued in 1974/75 of which 34 volumes were serials. Cataloging of Columbiana materials is now up to date. Xerox copies of Columbia-related articles clipped from the newspapers by the Journalism Library have been the chief source of material to keep the Columbiana vertical file up to date. The daily received press releases and contributions of clippings from newspapers, etc. outside New York by alumni serve to supplement these materials.

Work has continued this year on sorting and preserving materials from the files of the Alumni News and the Journalism Morgue, transferred to Columbiana many years ago. The files are very extensive amd many years will be required to sort and process them but the material contained in them is for the most part new to the Columbiana files and therefore valuable.

B. Manuscripts and Manuscript Collections

Acquisitions

18 individual manuscripts were acquired during 1974/75. Among these were a study of the Department of Art by Elaine Foster, 5 letters from James A. Noyes, Class of 1878, a volume of prize essays, including one by John Erskine, etc.

Cataloging

8 manuscript books and 127 letters and documents have been processed in Columbiana in 1974/75. Additions were made to the

Administrative and Departmental records Collections. 3 manuscript collections also were processed - Gustavus Kirby, P & S correspondence relating to the union with Columbia, Correspondence regarding banning of football at Columbia ca. 1903.

C. Other Materials

Among the non-book, non-manuscript materials acquired in 1974/75 were three framed sketches of Columbia buildings by H. Brand, the gift of Dr. Jacques Barzun, the diplomas and honors awarded Frank S. Hogan, the gift of his widow, materials relating to the Class of 1925, Columbia College and especially to their 50th anniversary celebration, the gift of Richmond B. Williams.

D. Binding

126 volumes were sent in 1974/75 to the binding department for portfolio boards and pamphlet binding. These are chiefly volumes in need of protective covering. 254 volumes were received from the binding department during the year.

2) Bibliographic Control

The index to Columbia College Today has been brought up to date as well as that of honorary degrees granted at Columbia. The list of 'Missing in Inventory' re-checked last year, shows a number of volumes never located. No full scale inventory is possible with the reduced hours and staff.

3) Reference and Circulation

In 502 Reader Visits, 1267 items were used in the Reading Room, 373 items sent for intramural loan and 24 for extramural loan in 1974/75. In addition to requests received in the Reading Room for information and reference assistance, many telephone and mail requests come daily. 178 reference letters were written during the year.

Chief among Columbiana's users are the officers of administration in Low Library, students and faculty of Columbia University, Office of Public Information, staff of Spectator, Columbian, Columbia Reports, etc. and the Alumni Federation Office. Visitors for research

have included: Professor David Humphrey, Carnegie-Mellon University, for his history of King's College; Dr. Barbara Graymont, Nyack College Nyack, N.Y. continuing her study of Daniel DeLeon; Dean Peter Pouncey, Columbia College, for early history of Columbia College; Patrick Johnson, doctoral candidate, for materials relating to Franklin Giddings and his teaching at Columbia; Class of 1935 Law for materials relating to their years at Columbia for their 40th reunion meeting; Evelyn Worth to continue her study of F.A.P. Barnard, etc., etc.

Intramural loans (373) were made chiefly to officers of administration in Low Library and to the student publications. Extramural loans (24) were made to college libraries and publishing firms.

4) Library Operations and Administration

a) Reduction of hours of service

For the third year Columbiana has operated on a 17½ hour week. This reduced schedule and staff make it possible to carry on only the essential services with little time for manuscript and other processing.

b) King's College Room

The King's College Room continues to please and interest visitors though few visit it in the mornings when Columbiana is open. This year keys have been given to Mrs. Dahlke so that distinguished vistors may be given a view of the room.

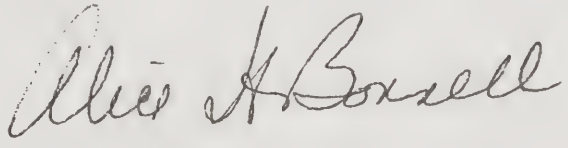
c) Exhibitions

An exhibition depicting Columbia's relation to the U.S. Bi-centenial was set up in a single case on the second floor of the Empire State building. This, along with a number of other exhibit cases filled by other institutions in New York City, is in the area where tourists assemble for a tour of the building, the whole area being redecorated for the celebration.

d) Staff

Columbiana operated again this year with the services of the Curator and one student assistant for 17½ hours per week.

Respectfully submitted



Alice H. Bonnell
Curator, Columbiana

	1971/72	1972/73	1973/74	1974/75
B. Manuscripts.				
Books	5	3	0	8
Letters & documents..	20	0	0	127
Manuscript Collec....	2	0	0	3
Add. to Ms. Collec...	2	0	0	16
C. Other Materials				
Framed pictures	4	12	6	9
Scrapbooks	2	5	3	2
Departmental Records	15	0	5	6
Administrative Rec.	13	0	1	10

COLUMBIANA
Annual Report 1974/75

Statistics

	1971/72	1972/73	1973/74	1974/75
Registered Readers.....	523	455	593	502
Visitors.....	2354	1715	1640	441
Use in Reading Room.....	1143	922	1108	1267
Intramural use	113	346	210	373
Extramural use	1	18	9	24
Total use	1257	1286	1327	1664

Growth of Collections

A. Printed Materials

New Acquisitions cata.				
Books....	15	7	52	36
Serials..	52	52	39	34
New Acquisitions uncat.	5	3	0	0
Duplicates.....	25	14	51	28
Faculty off-prints	300 ca.	15	25	0

B. Manuscripts

Individual manuscripts				
Books....	0	7	2	4
Letters & doc..	15	8	2	14
Ms. Collections	1	0	0	1
Additions to Ms. C.	0	2	5	15

C. Other Materials Acquired

Framed Pictures	10	0	4	9
Diplomas	12	0	0	9
Scrapbooks.....	33	4	3	2
Photographs.....	863	160	3	7
Memorabilia	204	38	212	65
Sculpture	0	0	1	0
Posters	0	0	0	17

Processing

A. Printed Materials

Previous acquisitions catalogued	183m 17s	59m	90m	0
Sent to Cataloging....	269m 25s	38m 9s	87m 9s	45m 8s
Sent to binding.....	237	155	160	126
Received from cata....	198m 69s	66m 52s	143m 39s	36m 34s
Received from Binding.	193	189	102	254

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1975
Preliminary

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	4,661,913
Serial titles received	59,627
Microfilms (reels)	103,799
Microtext (physical units; excluding microfilms)	1,200,273
Total microform units	1,304,072

Processing

Volumes added to collections (gross)	121,963
Volumes withdrawn from collections	32,584
Volumes added to collections (net)	89,379
Periodical titles added (gross)	2,156
Other serial titles added (gross)	938
Serial and periodical titles discontinued	2,944
Volumes bound (commercial only)	44,351
Catalog cards produced	795,637

Staff (Budgeted Figures)

Number of professional staff (FTE)	143*
Full-time and regular part-time supporting and supervisory staff (FTE)	301
Students and other hourly workers as FTE	94
Total FTE	538

Circulation

Loans to individuals	1,209,203
Loans to Columbia libraries	6,985
Loans to non-Columbia libraries, including affiliates	19,131
Total circulation	1,235,319

Expenditures

Salaries and wages	$4,867,782
Fringe benefits	630,504
Books, journals and materials	1,400,105
Binding (commercial only)	130,075
Other (including office supplies and equipment)	406,365
Total expenditures	$7,434,831

* Includes several professional positions other than librarians.

8/18/75

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1974 TO JUNE 30, 1975
SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1974	Total Added	Total Withdrawn	Net Change	June 30, 1975
Humanistic and Historical Studies Center					
Browsing Room	3,981	-	-	-	3,981
Butler Library:					
Central Stacks	1,302,643	30,860	5,599	25,261	1,327,904
Theater Arts Collection	1,627	-	173	(173)	1,454
Graphic Arts Collection	11,915	281	12	269	12,184
Instructional Library					
Burgess-Carpenter Library	142,350	4,953	12,240	(7,287)	135,063
College Library	54,235	175	493	(318)	53,917
Philosophy Library	13,297	162	90	72	13,369
Library Service Library	87,845	3,477	342	3,135	90,980
College Catalog Collection	136,585	1,654	-	1,654	138,239
Music Library	48,902	1,688	393	1,295	50,197
Paterno Library	20,671	579	868	(289)	20,382
Reference Collection	31,875	1,433	1,034	399	32,274
TOTAL: HUMANISTIC AND HISTORICAL STUDIES CENTER	1,855,926	45,262	21,244	24,018	1,879,944
Science and Engineering Information Center					
Biological Sciences Library	39,021	1,105	180	925	39,946
Chemistry Library	29,578	1,075	6	1,069	30,647
Computer Center Library	833	75	287	(212)	621
Geology Library	74,546	1,114	496	618	75,164
Geoscience (Lamont) Library	17,448	945	154	791	18,239
Mathematics Library	21,416	490	14	476	21,892
Monell (Engineering) Library	163,915	2,433	226	2,207	166,122
Physics Library	19,748	1,540	8	1,532	21,280
Psychology Library	22,966	1,028	753	275	23,241
Science Library	71,737	473	78	395	72,132
TOTAL: SCIENCE AND ENGINEERING INFORMATION CENTER	461,208	10,278	2,202	8,076	469,284
Social Science Center					
Business Library	295,006	5,440	2,115	3,325	298,331
Journalism Library	12,922	358	97	261	13,183
Lehman Library	95,557	12,533	477	12,056	107,613
Social Work Library	89,737	3,943	1,598	2,345	92,082
TOTAL: SOCIAL SCIENCE CENTER	493,222	22,274	4,287	17,987	511,209
Distinctive Collections					
Avery Library	103,821	3,078	84	2,994	106,815
Fine Arts Library	54,380	3,875	99	3,776	58,156
Ware Library	3,747	777	6	771	4,518
East Asian Library	369,406	14,488	419	14,069	383,475
Health Sciences Library	324,842	6,305	3,893	2,412	327,254
Law and International Law Library	550,119	10,437	324	10,113	560,232
Rare Book and Manuscript Library	338,904	5,146	25	5,121	344,025
Columbiana	16,959	43	1	42	17,001
TOTAL: DISTINCTIVE COLLECTIONS	1,762,178	44,149	4,851	39,298	1,801,476
TOTAL CHANGE IN SIZE OF COLLECTIONS:	4,572,534	121,963	32,584	89,379	4,661,913

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1974 TO JUNE 30, 1975
SUMMARY SHEET: MICROFORMS

	MICROFILM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/75	Net Added	6/30/75	Net Added	6/30/75	Net Added	6/30/75	Net Added	6/30/75
Humanistic & Historical Studies Center										
Burgess-Carpenter Library	1	1	136	136	0	0	0	0	137	137
Butler Library Central Stacks	62	62	0	0	0	0	0	0	62	62
Library Service Library	235	389	5	5	0	0	0	0	240	394
Microforms Reading Room	2,873	77,675	12,519	122,809	32	44,782	3,519	309,809	18,943	555,075
Music Library	17	845	0	0	0	3,957	0	0	17	4,802
Paterno Library	0	6	0	0	0	0	0	0	0	6
TOTAL: HUMANISTIC & HISTORICAL STUDIES CENTER	3,188	78,978	12,660	122,950	32	48,739	3,519	309,809	19,399	560,476
Science & Engineering Information Center										
Biological Sciences Library	0	1	0	0	0	0	0	0	0	1
Chemistry Library	0	18	0	0	0	1,403	0	0	0	1,421
Computer Center Library	0	151	0	0	0	0	0	0	0	151
Geology Library	2	3	0	0	0	0	0	0	2	3
Geoscience (Lamont) Library	0	445	531	605	2,358	4,817	0	0	2,889	5,867
Mathematics Library	10	49	0	0	0	0	0	0	10	49
Monell (Engineering) Library	241	2,702	59,274	527,900	0	63,282	0	0	59,515	593,884
Physics Library	0	31	0	0	0	316	0	0	0	347
Psychology Library	0	0	929	929	0	0	0	0	929	929
Science Library	4	146	0	0	0	0	0	0	4	146
TOTAL: SCIENCE & ENGINEERING INFORMATION CENTER	257	3,546	60,734	529,434	2,358	69,818	0	0	63,349	602,798
Social Science Center										
Business Library	586	2,223	6,065	24,441	0	43,122	0	0	6,651	69,786
Journalism Library	35	1,074	0	0	0	0	0	0	35	1,074
Lehman Library	1,390	10,172	11	333	0	1,244	0	0	1,401	11,749
TOTAL: SOCIAL SCIENCE CENTER	2,011	13,469	6,076	24,774	0	44,366	0	0	8,087	82,609
Distinctive Collections										
Avery Library	2	76	0	1	0	0	0	0	2	77
Fine Arts Library	11	21	0	0	0	0	0	0	11	21
East Asian Library	349	6,076	0	0	0	0	0	0	349	6,076
Health Sciences Library	4	26	149	149	0	0	0	0	153	175
Law Library	0	1,037	0	466	0	17,000	0	32,767	0	51,270
Rare Book and Manuscript Library	16	419	0	0	0	0	0	0	16	419
Columbiana	0	151	0	0	0	0	0	0	0	151
TOTAL: DISTINCTIVE COLLECTIONS	382	7,806	149	616	0	17,000	0	32,767	531	58,189
TOTAL CHANGE IN SIZE OF COLLECTIONS: MICROFORMS	5,838	103,799	79,619	677,774	2,390	179,923	3,519	342,576	91,366	1,304,072

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION STATISTICS

JULY 1, 1974 TO JUNE 30, 1975

HUMANISTIC AND HISTORICAL STUDIES CENTER			
Butler Library (Central Stacks)		298,314	
Instructional Library:			
Burgess-Carpenter	62,019		
College	149,718		
Philosophy	4,088		
Total		215,825	
Library Service Library		50,122	
Music Library		83,978	
Paterno Library		2,389	
TOTAL: HUMANISTIC AND HISTORICAL STUDIES CENTER			650,628
SCIENCE AND ENGINEERING INFORMATION CENTER			
Biological Sciences Library		16,224	
Chemistry Library		11,342	
Geology Library		5,881	
Geoscience (Lamont) Library		3,250	
Mathematics/Science Library		9,379	
Monell (Engineering) Library		16,035	
Physics Library		10,546	
Psychology Library		29,340	
TOTAL: SCIENCE AND ENGINEERING INFORMATION CENTER			101,997
SOCIAL SCIENCE CENTER			
Business Library		156,600	
Journalism Library		10,142	
Lehman (International Affairs) Lib.		23,048	
Map Room		249	
Social Work Library		50,556	
TOTAL: SOCIAL SCIENCE CENTER			240,595
DISTINCTIVE COLLECTIONS			
Avery-Ware		20,044	
East Asian Library		34,397	
Fine Arts Library		59,754	
Health Sciences Library		81,265	
Law Library		43,867	
TOTAL: DISTINCTIVE COLLECTIONS			239,327
TOTAL CIRCULATION: COLUMBIA UNIVERSITY LIBRARIES:			1,232,547

Friends of The Columbia Libraries

535 WEST 114 STREET, NEW YORK, NEW YORK 10027

FINANCIAL STATEMENT

July 1, 1974 - June 30, 1975

Income Account (0311-501-5763)

Balance:	June 30, 1974	$20,170
Income:		
	Dues contributions	17,970
	Special purpose gifts	2,575
	Ullman Fund gift	2,000
	Dinner reservations	1,463
	COLUMNS subscriptions	1,176
		$45,354

Operations Account (501-4080-5763)

Expenditures:

Special purpose gift purchases	$ 2,575
Ullman Fund deposit	2,000
Stationery, supplies and miscellaneous	678
Friends' meeting costs	1,802
COLUMNS (volume XXIV, 1974-75)	9,796
	$16,851

Income	$45,354
Expenditures	16,851
Balance	$28,503

Kenneth A. Lohf
Secretary-Treasurer

TREASURER'S REPORT

Expenditures for COLUMBIA LIBRARY COLUMNS

	November 1974	February 1975	May 1975	Total
Harbor Press, Inc.	$2,462.00	$2,527.70	$2,917.25*	$7,906.95
Madison Letter Shop, Inc.	193.14	198.88	205.46	597.48
Publicity Engravers, Inc.	393.94	564.60	332.90	1,291.44
	$3,049.08	$3,291.18	$3,455.61	$9,795.87

* This figure includes $387, the cost for printing 5,000 covers for the year's issues.

Income from COLUMBIA LIBRARY COLUMNS

Yearly subscriptions	$1,085.05
Index	20.00
Single issues	71.50
	$1,176.55

Expenditures for Friends Dinners

	November	February	Total
Invitations	$ 25.48	- - -	$ 25.48
Catering - Faculty House	1,476.90	$300**	1,776.90
	$1,502.38	$300	$1,802.38

** Does not include the cost of liquor.

Income from Dinner Reservations

November	$1463.00

Friends of The Columbia Libraries

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Income from Dinner Reservations

November	$1463.00

COLUMBIA UNIVERSITY LIBRARIES

General Information from the Office of the University Librarian
for the Period Ending October 30, 1975

1. Appended to this newsletter are some of the statistical data related to 1974/75 operations. In addition to a general summary, specific information is included about collection growth, by library and for all categories of material.

2. The review of the Law Library Plan for organization and staffing has been completed by PAC. This document brings to a close the project started more than three years ago to review the organization of all library components and prepare unit descriptions for each. A revised version of the book, The Administrative Organization of the Libraries of Columbia University is in preparation and will be distributed in the near future. The Council on Library Resources has made funds available for this purpose.

3. Because the word "Center" has led to some confusion on the part of users, a change is being made to "Division" instead. Thus, it will be the Humanistic and Historical Studies Division, etc. The idea is to make it somewhat more clear that these are administrative units and not operating libraries.

4. The previous newsletter noted that Nancy Schroeder and Ruth Gibbs have assumed administrative responsibility for PAC and the Professional Review Committee during the current year. New members of those committees are as follows: PAC: Ilona Bicsak, Pamela Darling, Jack Jacoby, Pamela Parry, Gail Persky. PRC: Carol Mandel, Ann Wood.

5. As in previous years, the members of RCL have been asked to assume responsibility for the library portion of the Community Chest campaign at Columbia. The campaign will be conducted over the next few months.

6. Professional staff members are reminded that a file of letters and position descriptions for positions at other libraries is maintained in the Library Personnel Office. This material is available for consultation.

7. Pam Darling notes that some librarians have been deceived by individuals posing as microfilm publishers who have sought to obtain material from libraries with the promise that filmed versions would be provided in exchange. In a few cases, the material has simply disappeared and the filmed version has never been forthcoming. ALA has issued a warning about this practice and staff members are asked to make certain that any such approach is brought to the attention of Erle Kemp or Pam Darling.

8. Ms. Joyce D. Veenstra, currently Head of Cataloging with Copy, Bibliographic Control Division, has accepted the position of Assistant Personnel Librarian, effective November 1, 1975. Ms. Veenstra will have primary responsibility for staff development and training activities.

   Ms. Gail Persky, currently Cataloger, Cataloging with Copy, has accepted the position of Head, Cataloging with Copy, effective November 1, 1975.

   Mr. Beng Kiong Chiu has been appointed Programmer in the Library Systems Office. Mr. Chiu attended the University of the Philippines and received an M.A. and an M.S. in physics and computer science from SUNY at Stony Brook.

   Mr. Peter Black has been promoted to Night Supervisor, Access Services Department.

9. A report of the most recent RLG Executive Committee meeting is attached.

Warren J. Haas

RLG REPORT

The RLG Executive Committee met recently with Advisory Board members Frederick Burkhardt, Herman Fussler, William Welsh, and John McDonald. Richard Sullivan of the Carnegie Corporation also joined the two-day meeting held at Seven Springs Farm in Mt. Kisco, New York. Topics covered included RLG concerns in the areas of mechanization, shared resources, copyright legislation, and preservation. John Knapp and Christine Andrew described the continuing development of Bibliographic Center services and the automation of the serials decision file.

Peter Graham has been appointed RLG Senior Systems Analyst. Mr. Graham, who holds B.A. and M.A. degrees from Columbia and was formerly employed in the Computer Center here, will assist John Knapp in the development of computerized systems for RLG.

The second phase of the Shared Access Program, on-site access for RLG members, is now in effect. The policy statement describing this new service will be distributed within the next few weeks. Faculty, students, and staff of the three academic institutions are eligible for reading and stack privileges at the three libraries.

Privileges for RLG members are governed by the same policies which apply to local users of similar status with the exception that Yale and Harvard stack access will not be extended to undergraduates. At Columbia, visitors will be issued reading and stack permits by the Information Office upon presentation of a valid Yale or Harvard ID card. New York Public Library will issue a special RLG permit to serious researchers who need to consult at Columbia materials unavailable at New York Public Library. Columbia staff, faculty, and students who wish to use RLG libraries should inquire at the Information Office for precise information on schedules and procedures in order to avoid inconvenience and disappointment. An information leaflet, describing the use of all four libraries, is in preparation and will be distributed as soon as possible.

The Executive Committee, at its meeting on September 8, endorsed the Preservation Committee's document, "RLG Preservation: Program and Priorities." The Committee is developing policies and procedures for such activities as replacement of missing or mutilated periodical pages, joint storage of microform masters, and microfilming in lieu of loan. The Committee is also working on a preservation petition procedure to coordinate microfilming activities in the four libraries.

An RLG document control system designed by John Knapp has been initiated after review by coordinators and committee members. A file of all RLG documents, with title page and short abstract, is available to any interested staff member in the coordinator's office. In addition, committee minutes, filed in looseleaf binders by committee, are available for consultation at any time.

- Patricia Battin

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION STATISTICS

JULY 1, 1974 TO JUNE 30, 1975

HUMANISTIC AND HISTORICAL STUDIES CENTER			
Butler Library (Central Stacks)		298,314	
Instructional Library:			
Burgess-Carpenter	62,019		
College	149,718		
Philosophy	4,088		
Total		215,825	
Library Service Library		50,122	
Music Library		83,978	
Paterno Library		2,389	
TOTAL: HUMANISTIC AND HISTORICAL STUDIES CENTER			650,628
SCIENCE AND ENGINEERING INFORMATION CENTER			
Biological Sciences Library		16,224	
Chemistry Library		11,342	
Geology Library		5,881	
Geoscience (Lamont) Library		3,250	
Mathematics/Science Library		9,379	
Monell (Engineering) Library		16,035	
Physics Library		10,546	
Psychology Library		29,340	
TOTAL: SCIENCE AND ENGINEERING INFORMATION CENTER			101,997
SOCIAL SCIENCE CENTER			
Business Library		156,600	
Journalism Library		10,142	
Lehman (International Affairs) Lib.		23,048	
Map Room		249	
Social Work Library		50,556	
TOTAL: SOCIAL SCIENCE CENTER			240,595
DISTINCTIVE COLLECTIONS			
Avery-Ware		20,044	
East Asian Library		34,397	
Fine Arts Library		59,754	
Health Sciences Library		81,265	
Law Library		43,867	
TOTAL: DISTINCTIVE COLLECTIONS			239,327
TOTAL CIRCULATION: COLUMBIA UNIVERSITY LIBRARIES:			1,232,547

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1975

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	4,661,913
Serial titles received	59,627
Microfilms (reels)	103,820
Microtext (physical units; excluding microfilms)	1,200,273
Total microform units	1,304,093

Processing

Volumes added to collections (gross)	121,963
Volumes withdrawn from collections	32,584
Volumes added to collections (net)	89,379
Periodical titles added (gross)	2,156
Other serial titles added (gross)	938
Serial and periodical titles discontinued	2,944
Volumes bound (commercial only)	44,351
Catalog cards produced	795,637

* Includes several professional positions other than librarians.

Staff (Budgeted Figures)

Number of professional staff (FTE)	143*
Full-time and regular part-time supporting and supervisory staff (FTE)	301
Students and other hourly workers as FTE	94
Total FTE	538

Circulation

Loans to individuals	1,209,203
Loans to Columbia libraries	6,985
Loans to non-Columbia libraries, including affiliates	19,131
Total circulation	1,235,319

Expenditures

Salaries and wages	$4,858,835
Fringe benefits	630,004
Books, journals and materials	1,400,105
Binding (commercial only)	130,075
Other (including office supplies, equipment and computing costs)	582,947
Total expenditures	$7,601,966

10/1/75

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1974 TO JUNE 30, 1975
SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1974	Total Added	Total Withdrawn	Net Change	June 30, 1975
Humanistic and Historical Studies Center					
Browsing Room	3,981	-	-	-	3,981
Butler Library:					
Central Stacks	1,302,643	30,860	5,599	25,261	1,327,904
Theater Arts Collection	1,627	-	173	(173)	1,454
Graphic Arts Collection	11,915	281	12	269	12,184
Instructional Library					
Burgess-Carpenter Library	142,350	4,953	12,240	(7,287)	135,063
College Library	54,235	175	493	(318)	53,917
Philosophy Library	13,297	162	90	72	13,369
Library Service Library	87,845	3,477	342	3,135	90,980
College Catalog Collection	136,585	1,654	-	1,654	138,239
Music Library	48,902	1,688	393	1,295	50,197
Paterno Library	20,671	579	868	(289)	20,382
Reference Collection	31,875	1,433	1,034	399	32,274
TOTAL: HUMANISTIC AND HISTORICAL STUDIES CENTER	1,855,926	45,262	21,244	24,018	1,879,944
Science and Engineering Information Center					
Biological Sciences Library	39,021	1,105	180	925	39,946
Chemistry Library	29,578	1,075	6	1,069	30,647
Computer Center Library	833	75	287	(212)	621
Geology Library	74,546	1,114	496	618	75,164
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Physics Library	19,748	1,540	8	1,532	21,280
Psychology Library	22,966	1,028	753	275	23,241
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Distinctive Collections					
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Ware Library	3,747	777	6	771	4,518
East Asian Library	369,406	14,488	419	14,069	383,475
Health Sciences Library	324,842	6,305	3,893	2,412	327,254
Law and International Law Library	550,119	10,437	324	10,113	560,232
Rare Book and Manuscript Library	338,904	5,146	25	5,121	344,025
Columbiana	16,959	43	1	42	17,001
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COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1974 TO JUNE 30, 1975
SUMMARY SHEET: MICROFORMS

	MICROFILM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/75	Net Added	6/30/75	Net Added	6/30/75	Net Added	6/30/75	Net Added	6/30/75
Humanistic and Historical Studies Center										
Library Service Library	235	389	5	5	0	0	0	0	240	394
Microforms Reading Room	2,934	77,736	12,519	122,809	32	44,782	3,519	309,809	19,004	555,136
Music Library	17	866	0	0	0	3,957	0	0	17	4,823
Paterno Library	0	6	0	0	0	0	0	0	0	6
TOTAL: HUMANISTIC & HISTORICAL STUDIES CENTER	3,186	78,997	12,524	122,814	32	48,739	3,519	309,809	19,261	560,359
Science & Engineering Information Center										
Biological Sciences Library	0	1	0	0	0	0	0	0	0	1
Chemistry Library	0	18	0	0	0	1,403	0	0	0	1,421
Computer Center Library	0	151	0	0	0	0	0	0	0	151
Geology Library	2	3	0	0	0	0	0	0	2	3
Geoscience (Lamont) Library	0	445	531	605	2,358	4,817	0	0	2,889	5,867
Mathematics Library	10	49	0	0	0	0	0	0	10	49
Monell (Engineering) Library	241	2,702	59,274	527,900	0	63,282	0	0	59,515	593,884
Physics Library	0	31	0	0	0	316	0	0	0	347
Psychology Library	0	0	929	929	0	0	0	0	929	929
Science Library	4	146	0	0	0	0	0	0	4	146
TOTAL: SCIENCE & ENGINEERING INFORMATION CENTER	257	3,546	60,734	529,434	2,358	69,818	0	0	63,349	602,798
Social Science Center										
Business Library	586	2,223	6,201	24,577	0	43,122	0	0	6,787	69,922
Journalism Library	35	1,074	0	0	0	0	0	0	35	1,074
Lehman Library	1,390	10,172	11	333	0	1,244	0	0	1,401	11,749
TOTAL: SOCIAL SCIENCE CENTER	2,011	13,469	6,212	24,910	0	44,366	0	0	8,223	82,745
Distinctive Collections										
Avery Library	4	78	0	1	0	0	0	0	4	79
Fine Arts Library	11	21	0	0	0	0	0	0	11	21
East Asian Library	349	6,076	0	0	0	0	0	0	349	6,076
Health Sciences Library	4	26	149	149	0	0	0	0	153	175
Law Library	0	1,037	0	466	0	17,000	0	32,767	0	51,270
Rare Book and Manuscript Library	16	419	0	0	0	0	0	0	16	419
Columbiana	0	151	0	0	0	0	0	0	0	151
TOTAL: DISTINCTIVE COLLECTIONS	384	7,808	149	616	0	17,000	0	32,767	533	58,191
TOTAL CHANGE IN SIZE OF COLLECTIONS: MICROFORMS	5,838	103,820	79,619	677,774	2,390	179,923	3,519	342,576	91,366	1,304,093

COLUMBIANA
Annual Report - 1974/75

I. Summary of the year's work

A. Printed Materials

Acquisitions

The Columbiana Collection has been increased in 1974/75 by the addition of 70 volumes, 36 monographs and 34 serials catalogued, & 28 duplicates.

Cataloging and indexing

70 volumes were catalogued in 1974/75 of which 34 volumes were serials. Cataloging of Columbiana materials is now up to date. Xerox copies of Columbia-related articles clipped from the newspapers by the Journalism Library have been the chief source of material to keep the Columbiana vertical file up to date. The daily received press releases and contributions of clippings from newspapers, etc. outside New York by alumni serve to supplement these materials.

Work has continued this year on sorting and preserving materials from the files of the Alumni News and the Journalism Morgue, transferred to Columbiana many years ago. The files are very extensive amd many years will be required to sort and process them but the material contained in them is for the most part new to the Columbiana files and therefore valuable.

B. Manuscripts and Manuscript Collections

Acquisitions

18 individual manuscripts were acquired during 1974/75. Among these were a study of the Department of Art by Elaine Foster, 5 letters from James A. Noyes, Class of 1878, a volume of prize essays, including one by John Erskine, etc.

Cataloging

8 manuscript books and 127 letters and documents have been processed in Columbiana in 1974/75. Additions were made to the

Administrative and Departmental records Collections. 3 manuscript collections also were processed - Gustavus Kirby, P & S correspondence relating to the union with Columbia, Correspondence regarding banning of football at Columbia ca. 1903.

C. Other Materials

Among the non-book, non-manuscript materials acquired in 1974/75 were three framed sketches of Columbia buildings by H. Brand, the gift of Dr. Jacques Barzun, the diplomas and honors awarded Frank S. Hogan, the gift of his widow, materials relating to the Class of 1925, Columbia College and especially to their 50th anniversary celebration, the gift of Richmond B. Williams.

D. Binding

126 volumes were sent in 1974/75 to the binding department for portfolio boards and pamphlet binding. These are chiefly volumes in need of protective covering. 254 volumes were received from the binding department during the year.

2) Bibliographic Control

The index to Columbia College Today has been brought up to date as well as that of honorary degrees granted at Columbia. The list of 'Missing in Inventory' re-checked last year, shows a number of volumes never located. No full scale inventory is possible with the reduced hours and staff.

3) Reference and Circulation

In 502 Reader Visits, 1267 items were used in the Reading Room, 373 items sent for intramural loan and 24 for extramural loan in 1974/75. In addition to requests received in the Reading Room for information and reference assistance, many telephone and mail requests come daily. 178 reference letters were written during the year.

Chief among Columbiana's users are the officers of administration in Low Library, students and faculty of Columbia University, Office of Public Information, staff of Spectator, Columbian, Columbia Reports, etc. and the Alumni Federation Office. Visitors for research

have included: Professor David Humphrey, Carnegie-Mellon University, for his history of King's College; Dr. Barbara Graymont, Nyack College Nyack, N.Y. continuing her study of Daniel DeLeon; Dean Peter Pouncey, Columbia College, for early history of Columbia College; Patrick Johnson, doctoral candidate, for materials relating to Franklin Giddings and his teaching at Columbia; Class of 1935 Law for materials relating to their years at Columbia for their 40th reunion meeting; Evelyn Worth to continue her study of F.A.P. Barnard, etc., etc.

Intramural loans (373) were made chiefly to officers of administration in Low Library and to the student publications. Extramural loans (24) were made to college libraries and publishing firms.

4) Library Operations and Administration

a) Reduction of hours of service

For the third year Columbiana has operated on a 17½ hour week. This reduced schedule and staff make it possible to carry on only the essential services with little time for manuscript and other processing.

b) King's College Room

The King's College Room continues to please and interest visitors though few visit it in the mornings when Columbiana is open. This year keys have been given to Mrs. Dahlke so that distinguished vistors may be given a view of the room.

c) Exhibitions

An exhibition depicting Columbia's relation to the U.S. Bi-centenial was set up in a single case on the second floor of the Empire State building. This, along with a number of other exhibit cases filled by other institutions in New York City, is in the area where tourists assemble for a tour of the building, the whole area being redecorated for the celebration.

d) Staff

Columbiana operated again this year with the services of the Curator and one student assistant for 17½ hours per week.

Respectfully submitted

Alice H. Bonnell

Alice H. Bonnell
Curator, Columbiana

COLUMBIANA
Annual Report 1974/75

Statistics

	1971/72	1972/73	1973/74	1974/75
Registered Readers.....	523	455	593	502
Visitors.....	2354	1715	1640	441
Use in Reading Room.....	1143	922	1108	1267
Intramural use	113	346	210	373
Extramural use	1	18	9	24
Total use	1257	1286	1327	1664

Growth of Collections

A. Printed Materials

New Acquisitions cata.				
Books....	15	7	52	36
Serials..	52	52	39	34
New Acquisitions uncat.	5	3	0	0
Duplicates.....	25	14	51	28
Faculty off-prints	300 ca.	15	25	0

B. Manuscripts

Individual manuscripts				
Books....	0	7	2	4
Letters & doc..	15	8	2	14
Ms. Collections	1	0	0	1
Additions to Ms. C.	0	2	5	15

C. Other Materials Acquired

Framed Pictures	10	0	4	9
Diplomas	12	0	0	9
Scrapbooks.....	33	4	3	2
Photographs.....	863	160	3	7
Memorabilia	204	38	212	65
Sculpture	0	0	1	0
Posters	0	0	0	17

Processing

A. Printed Materials

Previous acquisitions catalogued	183m 17s	59m	90m	0
Sent to Cataloging....	269m 25s	38m 9s	87m 9s	45m 8s
Sent to binding.....	237	155	160	126
Received from cata....	198m 69s	66m 52s	143m 39s	36m 34s
Received from Binding.	193	189	102	254

	1971/72	1972/73	1973/74	1974/75
B. Manuscripts.				
Books	5	3	0	8
Letters & documents..	20	0	0	127
Manuscript Collec....	2	0	0	3
Add. to Ms. Collec...	2	0	0	16
C. Other Materials				
Framed pictures	4	12	6	9
Scrapbooks	2	5	3	2
Departmental Records	15	0	5	6
Administrative Rec.	13	0	1	10

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date May 22, 1975

To Division and Department Heads

Subject Annual Reports for 1974-75

The request for annual reports is being sent somewhat early this year so that they can be prepared without interfering with vacation schedules. Please complete the narrative portion of the report at your convenience and send two copies of the entire report to the Planning Office, 309 Butler Library, by July 31. Where applicable, route one copy through the appropriate Center or Division Head.

As in past years, please structure the reports as follows, with the narrative as an informal checklist:

I. Summary of Year's Work

This is the narrative record of the year's activities. It should be a brief summary of accomplishments or problems for the year just ended, highlighting noteworthy events, progress or activities in the following areas as applicable:

- Collection Development and Maintenance
- Bibliographic Control
- Reference and Circulation Services
- Operations
- Administration
- Staffing or Training
- Physical Environment
- Equipment

II. Future Prospects

Here it is important to identify issues which will contribute to improved library performance. This section should be used to note major plans, opportunities, problems, desirable changes or needs for detailed study which should receive attention. The headings listed in the Summary of Year's Work or any other appropriate categories may be used to present these items.

III. Additional Reports

In this section, please include any statistical material, exhibits, or reports which will enhance the Annual Report. We will coordinate the preparation of the annual Circulation and Change in Size of Collections reports separately, so these need not be included.

Jerome Yavarkovsky
Assistant University Librarian
for Planning

CHECKLIST OF DATA NEEDED FOR 1974/75 ANNUAL REPORT

Colln Development & Maintainance

1. Gifts: No. of Donors No. of Separate Gifts No. of Volumes No. of Mss.

   Value of Gifts

2. Purchases: No. of Items Value

3. Duplicates: No. of

4. Binding: Commercial, No. of Vols. Columbia, No. of Vols.

   Gaylords, No. Used

5. Lactating/Oiling: No. of Vols.

6. Exhibits: List of Titles and dates shown

Bibliographical Control

1. No. of Vols Added

2 Arrearages: No. of Vols Added....Withdrawn

3. Uncataloged Collns: No. of Slips typed for the Main Card Catalog

4. Total Recorded Holdings

5. Special Projects:

6. Ms. Collns: No. of New Collns Added No. of items added

No. of Mss. Processed No. of Mss Cataloged

7. Total Recorded Holdings of Mss. (including total no. of collns)

Reference and Circulation

1. No. of Ms. Used:

2. No. of Books Used: Estimate of Reference use (i.e. Ms. Catalogs & Incunabula Catalogs)

3. No. of Reader Visits: Rare Book Room

4. No. of Reader Visits: Ms. Room

5. No. of Items lent for Exhibitions off premises To Whom Lent

6. Lectures

Operations

1. Shifting, Stack 12, 13, 14 (Book Collns) Dissns.

2. Shifting and Labeling of Ms Collns (Stack 14, 15)

3. Lack of Sufficient Hours Given by B & G to cleaning Stack 14

Administration

Staffing or Training

Physical Environment

Equipment

Future

CHECKLIST OF DATA NEEDED FOR 1974/75 ANNUAL REPORT

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BOOK ORDER FUNDS

1974-75 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	22 $ 670.26	3 $ 334.75	2 $14,485.00		2 $ 31.96	$15,521.97
297	8 $ 742.50	3 $2,400.00	2 $ 702.53			$ 3,845.03
299				4 $ 1,925.00		$ 1,925.00
482	4 $4,550.00					$ 4,550.00
483	2 $ 155.00					$ 155.00
484	8 $1,033.50		1 $ 375.00			$ 1,408.50
497	5 $4,285.00	1 $ 524.35				$ 4,809.35
533		2 $ 1,400.00				$ 1,400.00
534	3 $ 475.00	1 $ 150.00	1 $ 600.00			$ 1,225.00
536	3 $ 945.00	1 $ 550.00				$ 1,495.00
TOTALS	55 $12,856.26	11 $5,359.10	6 $16.162.53	4 $1,925.00	2 $ 31.96	$36,334.85

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1974-75 Annual Report Statistics

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536	3 $ 945.00	1 $ 550.00				$ 1,495.00
TOTALS	55 $12,856.26	11 $5,359.10	6 $16.162.53	4 $1,925.00	2 $ 31.96	$36,334.85

NAME OF LIBRARY	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTAL
Rare Book & Mss. Lib.													
B Classification	114	38	98	83	186	129	80	136	160	98	161	170	1453
Book Arts	26	4	26	22	13	4	16	11	49	44	18	6	239
Bronson Howard													
Columbiana	5		2		5		7	2			18	23	39
Columbiana Dissertations	19	74	6	8	31	25	36	69	84	63	56		494
Dramatic Library		4	1	9	1	2	4	2					23
E (Incunabula)													
Epstean							1		3				4
Conzales Lodge							2					1	3
Hist. Coll.Child.Lit	39	16		1	7		100	107	19	223	111	60	683
J (Joan of Arc)													
Kilroe			1										1
Macy Memorial							10	2					12
Papyrus & Epigraphy	1								1		1		3
Park Benjamin				1									1
Plimpton	1							1					2
Reference					2	1					1		4
Seligman	75		10	21	68	54	88	88	60	58	45	64	631
Smith	1				1	2	19	14	3	1	1	1	43
X (Manuscripts										1			1
Y (Collection													
	242	136	144	145	314	217	363	432	379	488	412	325	3636

NAME OF LIBRARY	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTAL
Rare Book & Mss. Lib.													
B Classification								1		1			2
Book Arts													
Bronson Howard													
Columbiana		1											1
Dramatic Library													
E (Incunabula)													
Gonzales Lodge													
J (Joan of Arc)													
Kilroe													
Macy Memorial													
Papyrus & Epigraphy													
Park Benjamin													
Reference										12	1	8	22
Seligman													
Smith													
X (Manuscripts													
Y (Collection													
Spec. Coll. Sub-Total		1						1		13	1	8	25

NAME OF LIBRARY	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTAL
Rare Book & Ms. Lib.													
B Classification	8	1	1	1		67	1	9	-			4	92
Book Arts										2			2
Bronson Howard													
Columbiana		1		2			1						4
Dramatic Library						1	88	6					95
E (Incunabula)													
Gonzales Lodge													
Hist. Coll. Children's lit.					1		79						80
J (Joan of Arc)													
Kilroe													
Macy Memorial													
Papyrus & Epigraphy						1					1		2
Park Benjamin													
Pheonix												1	1
Reference										1			1
Seligman													
Smith													
X (Manuscripts													
Y (Collection													
Rare Coll. SubTotal	8	2	1	3	1	69	169	15	-	3	1	5	277

RARE BOOKS AND MANUSCRIPTS

1974-1975

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

While the Rare Book and Manuscript Library continues in a state of growth and well-being, problems relating to its physical environment, staff, and continuing backlog of book cataloging and manuscript processing make it difficult for this specialized area of the library to fully realize its goals within the University community. Emphasis this year has again been placed on the development of its resources for research. Important acquisitions -- the John Steinbeck Collection, the Frankenhuis Collection of World War I Posters, the Elliott V. Bell Collection on Angling, and the papers of Whitney M. Young, Jr., Peter Wellington Alexander, Harper & Brothers, Council on Religion in International Affairs and Tower Family, to mention only a few -- have strengthened and developed our resources in the areas of publishing, international affairs, and American history and literature, in particular. Support among donors, expecially publishers and institutions, and the use by scholars of these resources have assisted in this developemnt through their active interest and encouragement.

Gifts of books and manuscripts during 1974-1975 have continued at the high level of the previous year. Their estimated or appraised value was $407,490.75, and the number of separate donations has risen 25% to a total of 165. Of the above total the Friends of the Columbia Libraries contributed $194,841.25 in cash and gifts of books and manuscripts. As the Friends organization begins its twenty-fifth year, and we note the above annual support, it becomes apparent that the organization has played an important continuing role in the growth of the research collections of the Libraries.

The growth and development of the Rare Book and Manuscript Library, as outlined in this report, could not have been achieved without the high motivation and standards of performance of the staff of the Rare Book and Manuscript Library. Their support of our programs and their enthusiasms for all aspects of their positions enabled us to continue our obligations to the scholarly community.

.....

I. Summary of Year's Work

Collection Development and Maintenance

Gifts. During 1974-1975 books and manuscripts received by gift have shown the high quality and value consistent with our collecting policies. Donors have added 2,827 volumes and 483,988 manuscript items worth $407,490.75 in appraised or estimated value. Among the 165 separate donations (as compared with 132 in 1973-74) are 41 collections of manuscripts and papers. The major gifts were recorded in "Our Growing Collections" in each issue of the Columbia Library Columns.

Purchases. During the year we expended $36,334.85, of which $32,608 represented budgeted funds (including binding and periodical allotments). The remaining $3,800 was donated to the Rare Book and Manuscript Library for specific purposes, or represents purchases made through funds generated by the disposal of duplicate books. Purchased during the year were 55 rare editions, 6 collections and 11 manuscripts. A detailed breadkown by fund is given in Part III of this report.

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 1,107 items (including posters) having a sale or exchange value of $52,146.53. Included in this total is $46,035.78, the amount realized from the sale of duplicates from the Jack Harris Samuels Library. In February of 1974, $66,900 was borrowed from the Charles Mixer Fund to cover an abatement due on the Samuels Bequest. Samuels duplicates were sold to reimburse the Mixer Fund.

Appraisals. This year an Appraisals Fund was establised for the purpose of paying the charges for appraising gift collections of books and manuscripts. Four appraisal bills, covering 32 separate gift collections, were charged to the Fund by the Rare Book and Manuscript Library.

Binding and Preservation. During the year, 185 volumes were bound by the commercial binder (compared with 139 in 1973-74). The re-furbishing of the Incunabula Collection was completed, and we began to re-bind the collection of 17th century quarto editions of plays. The Columbia bindery repaired and recased 98 volumes (compared with 229 volumes in 1973-74). The Rare Book Library also used 1,086 Gaylord pamphlet bindings for books in wrappers, leaflets and ephemera. 853 leather-bound volumes were lactated and oiled, nearly four times the number treated the previous year.

Exhibitions. Our annual program of public exhibitions on the third floor of Butler Library has included the following exhibits:

Posters by Maxfield Parrish. December 14, 1973--February 28, 1974

Random House Imprint. March 1--May 20, 1974

The Invisible Image: American Typefounding and the Printed Book, 1725-1900. May 20--September 15,1974

10 Collections and Other Gifts. September 19--December 15, 1974

Celebrities from the Daniel Longwell Collection (and) Celebrities From the Samuel Rosenberg Collection. December 18, 1974--February 28, 1975

The Elliott V. Bell Angling Collection. March 3--May 14, 1975

The Frankenhuis Collection of World War I Posters. May 19--September 24, 1975

In addition to the above, we mounted an exhibition, "The Brothers Harper & Their Authors," in Low Memorial Library. The exhibition opened with a reception on February 6, 1975, sponsored by the University Librarian and the Friends of the Columbia Libraries, and received full coverage in the press and on the radio. It remained on view until April 4.

Books and manuscripts from the collections were also lent for the purposes of exhibition to other institutions, including the Folger Library, Adelphi College, the Metropolitan Museum of Art, the Cloisters and the Grolier Club.

Bibliographical Control

Printed Materials. The collections have been increased this year by the addition of 2,882 volumes through purchase and gift. Our arrearages (after deducting 3,913 volumes cataloged, 1,107 duplicates sold or exchanged, and 3,110 volumes sent to other departments) now stands at 58,537, a decrease of 8.2% over the previous year. This encouraging decrease can be accounted for by the continuing goal of weeding gifts which come to the Rare Book and Manuscript Library, and by the increased number of hours alloted to our books by the Cataloging Department.

We are continuing to create records on all uncataloged books and ephemera over which there had previously been no bibliographical control. Approximately 2,600 titles have been described and recorded during the year. Work has been completed on the Samuels Library, as well as several smaller groups of first editions.

The total recorded holdings in printed materials, as of June 30, 1975, stands at 334,170. This figure does not include the arrearages of 58,537 volumes.

Manuscript Collections. The Library's holdings of manuscripts have been increased by the addition of 41 manuscript collections and numerous smaller groups of letters and papers, comprising 483,988. During the year 702,587 manuscripts were processed and 5,844 manuscripts and letters were individually cataloged.

The total recorded holdings in manuscripts, as of June 30, 1975, stands at 6,054,826 items in 787 separate and distinct collections.

Reference and Circulation Services

Statistics on the use of rare books and manuscripts in both Reading Rooms are as follows:

Rare Book Reading Room		Manuscript Reading Room	
Books	Manuscripts	Manuscripts	Oral History
12,176	1,112	1,517,202	2,780

The above figures represent increases of 20% in the categories of "Books" and "Oral History Memoirs"; and the use of manuscripts in the Rare Book Reading Room has more than doubled in the past year. Peak use of rare books occured during November, February and April; and that of manuscripts, during July, August, January, April and June. During these months the Reading Rooms were filled to capacity, and occasionally readers in the Manuscript Reading Room were waiting for seats and desks. The resultant overuse during these periods caused considerable strain on staff, facilities and security administration. Once again, one must report that, because of heavy use the demand in the Manuscript Reading Room, the staff is not able to devote as much time to the processing and cataloging of manuscripts as would be desirable. Scholarly use remains at a high level, and our collecting policies require continued acquisitions of important research collections in the fields of publishing, international affairs, American history and Columbia University scholarship. Consequently, the list of unfinished manuscript projects grows each year, primarily in the areas of providing complete catalog records and registers and calendars.

The number of reader visits recorded the past year are as follows:

Rare Book Reading Room	4,391
Manuscript Reading Room	1,752

For the second year, the total number of reader visits, 6,143, represents the largest annual number on record.

During the past year a survey of Manuscript Room users (excluding those using Oral History Memoirs) was conducted by Bernard Crystal to identify the categories of readers, where they came from and the fields of research in which they were engaged. Of the 118 graduate students who applied for use, 63 were from Columbia (including Teachers College and Union Theological Seminary). The majority were enrolled in the Graduate School of Arts and Sciences (35), with the professional schools providing 19 users, chiefly School of Library Service students. The remaining users represented colleges and universities from the United States, Canada, Great Britain, Germany and Japan. Among the American institutions the greatest number of students came from City University of New York, New York University, Princeton and Yale.

Of the 114 faculty users, 28 were from Columbia (College, 5; Barnard, 6; University Seminars, 6; Miscellaneous, 11). The remaining 86 faculty members came from such universities as California, Cambridge, City University of New York, Chicago, Frankfort, Nihon (Tokyo), Oxford, State University of New York and Western Australia.

In addition to academic users, 19 scholars came from museums, libraries, private research institutes, and U.S. government agencies. Among the researchers from business and commercial firms, the majority were from publishers. The remaining 18 unaffiliated readers were free-lance writers.

The areas of research engaged in by our users can be seen in the following list:

History:	118	(American history; 101)
Social Sciences;	89	(political Science, 39;
Literature:	80	economics, 16;
Science:	15	education, 16)
Theatre & Film:	14	(American literature, 58)
Art:	10	
Music:	8	

This survey indicates that, while serving the research needs of the Columbia community, our manuscript collections serve the world of scholarship in even greater numbers.

Lectures were given by all members of the professional staff to graduate seminars on the use of rare books and manuscripts, and on our research holdings in specific areas, primarily English literature, American history and library service. 964 reference and gift letters were written by members of the library staff.

Administration

The administrative organization review of the Rare Book and Manuscript Library was completed this year. The Task Force was chaired by the Librarian for Rare Books and Manuscripts, and its members included Bernard Crystal, Carol Mandel, Jacqueline Mueller, and Jerome Yavarkovsky, ex officio. In accordance with the new organization the name was changed from "Special Collections" to "Rare Book and Manuscript Library" which had been recommended as more distincitive of the role played by the Library in the context of the University Libraries in general. Further, the roles of the Rare Book Department and Manuscript Department were delineated and clarified. Under the terms of the organization review, the principal adminstrator of each Department is an Assistant

Librarian, and the Librarian for Rare Books and Manuscripts urges the implimentation of this provision for the efficient and logical administration of the Rare Book and Manuscript Collections. The administrative organization was passed by the Professional Advisory Committee and accepted by the University Librarian. A copy of the final description is on file in the Planning Office.

Staffing and Training

The full-time professional and secretarial staff for the Rare Book and Manuscript Library during the past year was as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Assistant Librarian for Rare Books and Manuscripts	Bernard R. Crystal
Reference Librarian, Rare Book Department	Rudolph Ellenbogen
Reference Librarian, Manuscript Department	Mary B. Bowling
Curator, Columbia Library	Alice H. Bonnell and Paul R. Palmer designate
Exhibitions Assistant (part-time)	Coman Leavenworth
Secretary	Deborah S. Aaron

Having reached the age of 68 during the past year, Miss Bonnell retired as Curator of Columbiana on June 30, 1975. Mr. Paul R. Palmer, formerly Theatre Arts Librarian and Bibliographer in the Avery Library, has been appointed to the position of Curator effective July 1, 1975. Mr. Palmer worked with Miss Bonnell since May 1 to become familiar with the Library's numerous information files and collections. Beginning July 1 Columbiana's hours of opening will be shifted to afternoons, 1 p.m. to 5 p.m., to accommodate visitors who tend to tour in greater numbers during the afternoons. It is recommended that the hours of opening be increased to fulltime, 9-12 a.m. and 1-5 p.m., to allow maximum use by students, alumni and Low Library administrative staff, and it is hoped that this change can be affected during 1975-76.

Physical Environment

During holiday periods and the months of June and July the Manuscript Reading Room is filled to capacity nearly every day, and frequently scholars and researchers must work at typewriter tables or wait for desks. Because the professional staff is small, and the reference librarian must perform dual functions as bibliographer (manuscript processer and cataloger) and supervisor of the Reading Room, it is necessary to do much of the processing and cataloging in the Reading Room, although it is not suitable for this type of activity. Further, space on stack 14 is too restrictive to properly store large collections awaiting processing. We require a space suitable for the processing of manuscript collections and archives, and for their storage before work on them is begun.

The Rare Book and Manuscript Library has space to allow for expansion (at the present rate of growth) for about 3-4 years. We have been assured that, when the Health Sciences Library removes books from storage on stack 15, we shall be assigned that space for the shelving of lesser-used book and manuscript collections.

II. Future Prospects

Although many of the items listed below have been more fully discussed elsewhere in this report, it might be well to include them here as well to call attention

to their importance to the Library's well-being:

1. The lack of processing space is only one part of our overall space requirements. There is also considerable need for appropriate and adequate reading room facilities, storage facilities for out-sized and non-book materials (such as posters, stage models, mathematical instruments, etc.), and exhibition space. The assignment of stack 15 to the Rare Book and Manuscript Library will help alleviate a few of these space problems, and the installation of flat cases in some of these areas will help solve another problem: But the most important space requirements can be solved only by new reading room, office and processing facilities, all of which are, of course, contingent on the re-designing and re-modelling of Butler Library.

2. Because of the rate of acquisitions of manuscripts and archives, and the large sizes of several of our new collections, it is not possible to process and catalog these groups of papers as thoroughly and completely as called for in the standards which we have followed in the past for the preparation of collections for scholarly and research use. Work on recently acquired collections remains in abeyance because of the lack of sufficient processing time. The addition of another professional librarian, as recommended in the organization review, would allow a re-assignment of duties to allot more staff-time for the processing and cataloging of manuscripts.

3. With the continued growth of uncataloged printed books, attention must also be called to the 58,587 volumes (compared with 63,391 in 1973-74) which are not listed in the public catalog on the third floor of Butler. These uncataloged materials, though recorded on temporary slips in the Rare Book Reading Room, are by and large unknown to the University's graduate students and scholars outside the University.

4. The change in staff in the Columbiana Library has been reported elsewhere in this report. It is our considered opinion that the Library be restored to full-time operation, so that maximum use may be made of its facilities by our students, administrative staff and visitors. Also, since the Library is situated on the main floor of Low Library, it seems advisable from a public relations point of view to have the premises available for use and visits during the times the building is open to the public.

III. Additional Report

BOOK ORDER FUNDS

1974-75 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISAIS	MISCELLANEOUS	TOTAL
293	22 $ 670.26	3 $ 334.75	2 $14,485.00		2 $ 31.96	$15,521.97
297	8 $ 742.50	3 $2,400.00	2 $ 702.53			$ 3,845.03
299				4 $ 1,925.00		$ 1,925.00
482	4 $4,550.00					$ 4,550.00
483	2 $ 155.00					$ 155.00
484	8 $1,033.50		1 $ 375.00			$ 1,408.50
497	5 $4,285.00	1 $ 524.35				$ 4,809.35
533		2 $ 1,400.00				$ 1,400.00
534	3 $ 475.00	1 $ 150.00	1 $ 600.00			$ 1,225.00
536	3 $ 945.00	1 $ 550.00				$ 1,495.00
TOTALS	55 $12,856.26	11 $5,359.10	6 $16.162.53	4 $1,925.00	2 $ 31.96	$36,334.85

While the Rare Book and Manuscript Library continues in a state of growth and well-being, problems relating to its physical environment, staff, and continuing backlog of book cataloging and manuscript processing make it difficult for this specialized area of the library to fully realize its goals within the University community. Emphasis this year has again been placed on the development of its resources for research. Important acquisitions -- the John Steinbeck Collection, the Frankenhuis Collection of World War I Posters, the Elliott V. Bell Collection on Angling, and the papers of Whitney M. Young, Jr., Peter Wellington Alexander, Harper & Brothers, Council on Religion in International Affairs and Tower Family, to mention only a few -- have strengthened and developed our resources in the areas of publishing, international affairs, and American history and literature, in particular. Support among donors, especially publishers and institutions, and the ~~interest~~ use of scholars ~~in~~ of these resources have assisted in this development through their active interest and encouragement.

Gifts of books and manuscripts during 1974-1975 have continued at the high level of the previous year. Their estimated or appraised value was $407,490.75, and the number of separate donations has risen 25% to a total of 165. Of the above total the Friends of the Columbia Libraries contributed $194,841.25 in cash and gifts of books and manuscripts. As the Friends organization begins its twenty-fifth year, and we ~~record~~ note the above annual support, it becomes apparent that the organization's ~~support~~ has played an important role in the growth, ~~not only of the Rare Book and Manuscript Library but of~~ continues of the research collections of the Libraries, ~~in general.~~

The ~~achievements of the past year~~ growth and development of the RB+MC Lib., as outlined in this report, could not have been ~~attained~~ achieved without the high motivation and standards of performance of the staff of the Rare Book and M-nuscript Library. Their support of our programs and their enthusiasms for all aspects of their positions enabled us to continue our obligations to the scholarly community.

Columbia University Libraries Exhibition

I. Summary of Year's Work

Collection Development and Maintenance

Gifts. During 1974-75 books and manuscripts received by gift have shown the high quality and value consistent with our collecting policies. Donors have added 2,827 volumes and 483,988 manuscript items worth $407,490.75 in appraised or estimated value. Among the 165 separate donations (as compared with 132 in 1973-74) are 41 collections of manuscripts and papers, among which are the following important collections: Council on Religion and International Affairs Papers; Peter Wellington Alexander Papers donated by Mrs. Robert P. Hamilton; Constance Hope Papers; Whitney M. Young, Jr., Papers presented by Mrs. Young and the National Urban League; John H. Randall, Jr., Papers; and significant additions to the papers of Jacques Barzun, Edward Morse Shephard, and Random House. The most outstanding among the books received are the collection of [illegible] books on angling Elliott V. Bell Collection of Books on Angling, and the gifts of Morton Pepper comprising the C. Doris Hellman Collection of Astronomy Books, the John Steinbeck Collection, and the Abraham Lincoln Collection of Portraits and Memorabilia. The major gifts of the past year were recorded in "Our Growing Collections" in each issue of the Columbia Library Columns.

Purchases. During the year we expended $36,334.85, of which $32,608 represented funds budgeted for the Division (including [illegible] binding and periodical allotments). The remaining $3,800 was donated to the Rare Book and Manuscript Library by individual donors for specific purposes, or represents purchases made through funds generated by the disposal of duplicate books. Purchased during the year were 55 rare editions, 6 collections and 11 manuscripts. A detailed breakdown by fund is given in Part III of this report.

Columbia University Libraries Exhibition

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 1,107 items (including posters) having a sale or exchange value of $52,146.53. Included in this total is the amount of $46,035.78, which is the amount realized from the sale of duplicates from the Jack Harris Samuels Library. In February of 1974, $66,900 was borrowed from the Charles Mixer Fund for the Rare Book and Manuscript Library to cover an abatement due on the Samuels Bequest. Duplicates were sold to reimburse the Mixer Fund, and it is the intention to continue to re-imburse the Mixer Fund in this manner until the complete loan is repaid.

Appraisals. We note that this year an Appraisals Fund was established for the purpose of paying the charges for appraising gift collections of books and manuscripts. Four appraisal bills, covering 32 separate gift collections, were charged to the Fund by the RB+Ms Lib.

Binding and Preservation. During the year, 185 volumes were bound by the commercial binder (compared with 139 in 1973-74). We completed the project of re-furbishing the Incunabula Collection, and began a project of re-binding the collection of 17th century quarto editions of plays. The Columbia bindery repaired and recased 98 volumes (compared with 229 volumes in 1973-74). The Rare Book Library also used 1,086 Gaylord pamphlet bindings for books in wrappers, leaflets and ephemera. 853 leather-bound volumes were lactated and oiled, nearly four times the number treated the previous year.

Exhibitions. Our annual program of public exhibitions on the third floor of Butler Library has included the following exhibits:

POSTERS BY MAXFIELD PARRISH. Dec 14, 1973 - Feb 28, 1974

THE RANDOM HOUSE IMPRINT. Mar 1 - May 20, 1974.

THE INVISIBLE IMAGE: American Typefounding and the Printed Book, 1725 - 1900. May 21 - September 15, 1974

10 COLLECTIONS AND OTHER 1974 GIFTS. Sept 19 - Dec 15, 1974.

CELEBRITIES FROM THE DANIEL LONGWELL COLLECTION (and) CELEBRITIES FROM THE SAMUEL ROSENBERG COLLECTION. Dec 18, 1974 - Feb 28, 1975.

THE ELLIOTT V. BELL ANGLING COLLECTION. March 3 - May 14, 1975.

THE FRANKENHUIS COLLECTION OF WORLD WAR I POSTERS. May 19 - Sept 24, 1975.

In addition to the above, we mounted an exhibition, "The Brothers Harper & Their Authors," in Low Memorial Library. The exhibition, opened with a reception on February 6, 1975, sponsored by the University Librarian and the Friends of the Columbia Libraries, received full coverage in the press and on the radio. It remained on view until April 4.

~~what about~~

~~Smith Instrument in Low??~~

~~What about Cloisters use of our material~~

~~Grolier Club~~

Books and manuscripts from the collections were also lent for the purposes of exhibition to other institutions, including the Folger Library, Adelphi College, the Metropolitan Museum of Art, the Cloisters and the Grolier Club.

Bibliographical Control

Printed Materials. The collections have been increased this year by the addition of 2,882 volumes through purchase and gift. Our arrearages (after deducting 3,913 volumes cataloged, 1,107 duplicates sold or exchanged, and 3,110 volumes sent to other departments ~~of the libraries~~) now stand at 58,537, ~~an encouraging~~ a decrease of 8.2% over the previous year. This encouraging decrease can be accounted for by ~~our~~ the continuing ~~weeding of~~ gradual gifts which come to the Rare Book and Manuscript Library, and by the increased number of hours alloted to our books by the Cataloging Department.

We are continuing to create records on all uncataloged books and ephemera ~~which hitherto had~~ there had previously been no bibliographical control. Approximately 2,600 ~~piece-slips~~ folios have been ~~prepared~~ described and recorded during the year. Work has been completed on the Samuels Library, as well as several smaller groups of first editions.

The total recorded holdings in printed materials, as of June 30, 1975, stands at 334,170. This figure does not include the arrearages of 58,537 volumes.

Manuscript Collections. The Library's holdings of manuscripts have been increased by the addition of 41 manuscript collections and numerous smaller groups of letters and papers, comprising 483,988. During the year 702,587 manuscripts were processed and 5,844 manuscripts and letters were individually cataloged.

The total recorded holdings in manuscripts, as of June 30, 1975, stand at 6,054,826 items in 787 separate and distinct collections.

Columbia University Libraries Exhibition

Reference and Circulation Services

Statistics on the use of rare books and manuscripts in both Reading Rooms are as follows:

Rare Book Reading Room		Manuscript Reading Room	
Books	Manuscripts	Manuscripts	Oral History
12,~~377~~ 176	1,112	1,517,~~928~~ 202	2,780

The above figures represent increases of 20% ~~xxxxxxx~~ in the categories of "Books" and "Oral History Memoirs", and 36% The use of manuscripts in the Rare Book Reading Room has more than doubled in the past year. Peak use of rare books occurred during November, February and April; and that of manuscripts, during July, August, January, April and June. During these months the Reading Rooms were filled to capacity, and occasionally readers in the Manuscript Reading Room were waiting for seats and desks. The resultant overuse during these periods caused considerable strain on staff, ~~and~~ facilities and security ~~xxxxx~~ administration. Once again, one must report that, because of heavy use and demand in the Manuscript Reading Room, the staff is not able to devote as much ~~less~~ time to the processing and cataloging of manuscripts as would be desirable. Scholarly use remains at a high level, and our collecting policies require continued acquisitions of ~~such~~ important research collections in the fields of publishing, international affairs, American history and Columbia University scholarship. Consequently, the list of unfinished manuscript projects grows each year, ~~and in many cases the best interests of scholarship are not being served because of the lack of~~ primarily in the areas of providing complete catalog records and registers and calendars.

The number of reader visits recorded ~~for~~ the past year are as follows:

Rare Book Reading Room	4,391
Manuscript Reading Rooom	1,752

For the second year, the total number of reader visits, 6,143, represents the largest annual

Columbia University Libraries Exhibition

During the past year a survey of Manuscript Room users (excluding those using Oral History Memoirs) was conducted by Bernard Crystal to identify the categories of readers, where they came from and the fields of research in which they were engaged. Of the 118 graduate students who applied for use 63 were from Columbia (including Teachers College and Union Theological Seminary). The majority were enrolled in the Graduate School of Arts And Sciences (35), with the professional schools providing 19 users, chiefly Library Service students. The remaining users represented colleges and universities from the United States, Canada, Great Britain, Germany and Japan. Among the American institutions the greatest number of students came from City University of New York, New York University, Princeton and Yale.

Of the 114 faculty users, 28 were from Columbia (College, 5; Barnard, 6; University Seminars, 6; Miscellaneous, 11). The remaining 86 professors came from such schools as California, Cambridge, City University of New York, Chicago, Frankfort, Nihon (Tokyo), Oxford, State University of New York and Western Australia.

In addition to academic users, 19 scholars came from museums, libraries, private research institutes, and U. S. government agencies. Among the researchers from business and commercial firms, the majority were from publishers. The remaining 18 unaffiliated readers were free-lance writers.

The areas of research engaged in by our users can be seen in the following list:

History:	118	(American history, 101)
Social Sciences:	89	(political science, 39; economics, 16; education, 16)
Literature:	80	(American literature, 58)
Science:	15	
Theatre & Film:	14	
Art:	10	
Music:	8	

This survey indicates that, while serving the research needs of the Columbia community, our manuscript collections serve the world of scholarship in even greater numbers than we had realized.

Columbia University Libraries Exhibition

Insert 7A

number of visits on record. IP Lectures were given by all members of the professional staff to graduate seminars on the use of rare books and manuscripts, and on our research holdings in specific areas, primarily English literature and American history and library service. 964 reference and gift letters were written by members of the Library staff.

Administration

The administrative organization review of the Rare Book and Manuscript Library was completed this year. The Task Force was chaired by the Librarian for Rare Books and Manuscripts, and its members included Bernard Crystal, Carol Mandel, Jacqueline Mueller, and Jerome Yavorkovsky, ex officio. In accordance with the new organization the name was changed from "Special Collections" to "~~Library for~~ Rare Books and Manuscripts Library," which had been recommended as more distinctive of the role played by the Library in the context of the University Libraries in general. Further, the roles of the Rare Book Department and Manuscript Department were delineated and clarified. Under the terms of the organization review, the principal administrator of each Department is an Assistant Librarian, and the Librarian for Rare Books and Manuscripts ~~strongly recommends~~ urges the implimentation of this provision for the efficient and logical administration of the ~~Library~~ rare book and manuscript collections. The administrative organization was passed by the Professional Advisory Committee and accepted by the University Librarian. A copy of the final description is on file in the Planning Office.

Staffing and Training

The full-time professional and secretarial staff for the [redacted] Rare Book and Mznuscript Library during the past year was as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Assistant Librarian, Rare Books and Manuscripts [redacted]	bBernard R. Crystal
Reference Librarian, Rare Book Department	Rudolph Ellenbogen
Reference Librarian, Manuscript Department	Mary B. Bowling
Curator, Columbia Library	Alice H. Bonnell, and Paul R. Palmer, designate
Exhibitions Assistant (part time)	Coman Leavenworth S.
Secretary	Deborah/Aaron

Having reached the age of 68 during the past year, Miss Bonnell retired as Curator of Columbiana on June 30, 1975. Mr. Paul R. Palmer, formerly Theatre Arts Librarian and Bibliographer in the Avery Library, has been appointed to the position of Curator effective July 1, 1975. Mr. Palmer worked with Miss Bonnell since May 1 to become familiar with the numerous files and collections. [redacted]. Beginning July 1 Columbiana's hours of opening will be shifted to afternoons, 1p.m. to 5p.m., to accommodate visitors who tend to tour during the afternoons. It is recommended that the hours of opening be increased to fulltime, 9-12a.m. and 1-5p.m., to allow maximum use by students, alumni and Low Library administrative staff, and it is hoped that this change can be affected during t[redacted] 1975-76.

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The Rare Book and Manuscript Library has space to allow for expansion (at the present rate of growth) for about 3-4 years. We have been assured that, when the Health Sciences Library removes books from storage on stack 15, we shall be assigned that space for the shelving of lesser-used book and manuscript collections.

II. Future Prospects

Although many of the items listed below have been more fully discussed elsewhere in this report, it might be well to include them here as well to call attention to their importance to the Library's well-being:

1. The lack of processing space is only one part of our overall space requirements. There is also considerable need for appropriate and adequate reading room facilities, storage facilities for out-sized and non-book materials (such as posters, stage models, mathematical instruments, etc.), and exhibition space. The assignment of stack 15 to the Rare Book and Manuscript Library will help alleviate a few of these space problems, and the installation of flat cases in some of these areas will help solve another problem: But the most important space requirements can be solved only by new reading room, office, and processing facilities, which are, of course, all of contingent on the re-designing and re-modelling of Butler Library.

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4. The change in staff in the Columbiana Library has been reported elsewhere in this report. It is our considered opinion that the Library be restored to full-time operation, so that maximum use may be made of its facilities by our students, administrative staff and visitors. Also, since the Library is situated on the main floor of Low Library, it seems advisable from a public relations point of view to have the premises available for use and visits during the times the building is open to the public.

Due July 8 RE

CHECKLIST OF DATA NEEDED FOR 1974/75 ANNUAL REPORT

Colln Development & Maintainance

KAL 1. Gifts: No. of Donors No. of Separate Gifts No. of Volumes No. of Mss.

Value of Gifts

JLW 2. Purchases: No. of Items Value

KAL 3. Duplicates: No. of

RE 4. Binding: Commercial, No. of Vols. 236 Columbia, No. of Vols. 98

Gaylords, No. Used 1086

RE 5. Lactating/Oiling: No. of Vols. 853

CL 6. Exhibits: List of Titles and dates shown

Bibliographical Control

Catalog (RE) 1. No. of Vols Added

BRC 2 Arrearages: No. of Vols Added....Withdrawn

BRC 3. Uncataloged Collns: No. of Slips typed for the Main Card Catalog

KAL 4. Total Recorded Holdings

ALL 5. Special Projects:

Uncatalogued collections were shifted from 14 to 13. Bibliographic p-slips were typed for unlisted collections, and slips were filed. XXXXXX The following collections were listed for the first time: Appolinaire, Cocteau, Auden, Waugh, Williams, Green, Steinbeck, Bell, Erskine, and Samuels. Meloney was inventoried, sorted, and the records completed.

P-slips were also typed and filed for B-Ephemera, single issue newspapers, and the acting editions in Dramatic Library.

The cataloging dept. completed cataloging the Mespoulet and Saffron collections. A good part of Hamilton-Bevier was also done. 1845-1848 in Seligman completed.

Cabinet photos and aarte de visite were sorted and arranged after two years of work. r

6. Ms. Collns: KL No. of New Collns Added KL No. of items added

MB No. of Mss. Processed MB No. of Mss Cataloged

KAL 7. Total Recorded Holdings of Mss. (including total no. of collns)

Reference and Circulation

BC 1. No. of Ms. Used:

BC 2. No. of Books Used: Estimate of Reference use (i.e. Ms. Catalogs & Incunabula Catalogs)

RE 3. No. of Reader Visits: Rare Book Room 4,391

MB 4. No. of Reader Visits: Ms. Room

RE 5. No. of Items lent for Exhibitions off premises To Whom Lent

ALL 6. Lectures RE. 7 lectures -

BC Operations

1. Shifting, Stack 12, 13, 14 (Book Collns) Dissns.

2. Shifting and Labeling of Ms Collns (Stack 14, 15)

3. Lack of Sufficient Hours Given by B & G to cleaning Stack 14

VAL Administration

BC Staffing or Training

Rapid turnover in staff and long periods in which no replacements were sent from personnel left the room understaffed for long periods during the year.

All Physical Environment

There has been some improvement in temperature control during the past year, however, for several months half of the blowers were not functioning. during the winter
Fluctuation of temperature still occurs

The situation of the book storage areas and vault on a different level has meant the extra burden of ascending and descending stairs. This problem was more noticeable this year because of the Art-History department deposit of a large number of heavy swords which were used quite often during the year.

All Equipment

All Future

The arranging and sorting of the Folio sized Book Arts Ephemera has been a project that has been postponed for several years, Hopefully, it will be commenced this year.

Continued work on Hunt-Berol

Hopefully more will be done by the CU Binding dept.

RARE BOOK AND MANUSCRIPT READING ROOM PRESERVATION STATISTICS

PERIOD BEGINNING: July 1 1974
PERIOD ENDING: June 3 1975

(Please initial each entry)

BINDING: Inside Bindery	98
BINDING: Outside Bindery	236 – total Outside – Steinman + other – 142 Outside not Steinman – 5 Steinman – definite – 89
LACTATING AND OILING	853
SPECIAL PROJECTS(Specify)	Gaylords 1086

Please

return to BRC

for comments

on Other Categories

Bhc
Cau P. Palm-4

3780

Due July 14 BRC

CHECKLIST OF DATA NEEDED FOR 1974/75 ANNUAL REPORT

Colln Development & Maintainance

KAL 1. Gifts: No. of Donors No. of Separate Gifts No. of Volumes No. of Mss.

Value of Gifts

JLW 2. Purchases: No. of Items Value

KAL 3. Duplicates: No. of

RE 4. Binding: Commercial, No. of Vols. Columbia, No. of Vols.

Gaylords, No. Used

RE 5. Lactating/Oiling: No. of Vols.

CL 6. Exhibits: List of Titles and dates shown

Bibliographical Control

(Catalog. LRE) 1. No. of Vols Added BRCP-Slips type ca. 2,600 (primarily Samuels)

BC 2 Arrearages: No. of Vols Added... Withdrawn To Cat'g: 1444 To G&E 2,030
To Fine Arts 15 To Bk Dealer Cats. 1 To GL 1,062 To Ms Colln 18
To Avery 3

BC 3. Uncataloged Collns: No. of Slips typed for the Main Card Catalog

VDL 4. Total Recorded Holdings

ALL 5. Special Projects:

withdrawals

1,062 (Jeffrey, etc)
2,030 (G+E)
15 (FA
3 (Avery)
3,110

6. Ms. Collns: VL No. of New Collns Added VL No. of items added

MB No. of Mss. Processed MB No. of Mss Cataloged

VAL 7. Total Recorded Holdings of Mss. (including total no. of collns)

ORAL History Processed 101

Reference and Circulation

BC 1. No. of Ms. Used: Rare Bk Room 1,112 / Ms Room 1,517,202 — 1,518,314 TOTAL MS USE

BC 2. No. of Books Used: 12,176

Estimate of Reference use (i.e. Ms. Catalogs & Incunabula Catalogs)

RE 3. No. of Reader Visits: Rare Book Room

MB 4. No. of Reader Visits: Ms. Room

RE 5. No. of Items lent for Exhibitions off premises To Whom Lent

AL 6. Lectures

BC Operations

1. Shifting, Stack 12, 13, 14 (Book Collns) Dissns.

2. Shifting and Labeling of Ms Collns (Stack 14, 15)

3. Lack of Sufficient Hours Given by B & G to cleaning Stack 14

VA Administration

BC Staffing or Training

All Physical Environment

All Equipment

All Future

KL

CHECKLIST OF DATA NEEDED FOR 1974/75 ANNUAL REPORT

Colln Development & Maintainance

KAL 1. Gifts: No. of Donors 112 No. of Separate Gifts 165 (Friends 85) No. of Volumes 2,827 No. of Mss. 483,988

Value of Gifts $407,490.75 (Friends $ 172,296.25) 6,193

JLW 2. Purchases: No. of Items Value $36,334.85

KAL 3. Duplicates: No. of 1,107 vols. ; $52,146.53 (incl. $46,035.78 Samuels/Mixer Fund)

RE 4. Binding: Commercial, No. of Vols. ~~236~~ 51 185 Columbia, No. of Vols. 98

Gaylords, No. Used 1,086

RE 5. Lactating/Oiling: No. of Vols. 853

CL 6. Exhibits: List of Titles and dates shown

Bibliographical Control

Catalogy (RE) 1. No. of Vols Added

BRC 2 Arrearages: No. of Vols Added....Withdrawn

BRC 3. Uncataloged Collns: No. of Slips typed for the Main Card Catalog

KAL 4. Total Recorded Holdings

ALL 5. Special Projects:

36,334.85
32.60
3,726.85

6. Ms. Collns: KL No. of New Collns Added 41 KL No. of items added 483,988

MB No. of Mss. Processed 702,587 MB No. of Mss Cataloged 5,844

KL 7. Total Recorded Holdings of Mss. (including total no. of collns)
6,054,826 Mss. in 787 collections

Reference and Circulation

BC 1. No. of Ms. Used:

BC 2. No. of Books Used: RE Estimate of Reference use (i.e. Ms. Catalogs & Incunabula Catalogs)

RE 3. No. of Reader Visits: Rare Book Room 4,391

MB 4. No. of Reader Visits: Ms. Room 1752

RE 5. No. of Items lent for Exhibitions off premises To Whom Lent Grolier Club MMA Christies

All 6. Lectures

BC Operations

1. Shifting, Stack 12, 13, 14 (Book Collns) Dissns.

2. Shifting and Labeling of Ms Collns (Stack 14, 15)

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KAL Administration

BC Staffing or Training

All Physical Environment

All Equipment

All Future

CHECKLIST OF DATA NEEDED FOR 1974/75 ANNUAL REPORT Due July 8 MBB ✓

Colln Development & Maintainance

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JLW 2. Purchases: No. of Items Value

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RE 4. Binding: Commercial, No. of Vols. 236 Columbia, No. of Vols. 98

Gaylords, No. Used 1086

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Bibliographical Control

Catalog (RE) 1. No. of Vols Added

BC 2 Arrearages: No. of Vols Added....Withdrawn

BC 3. Uncataloged Collns: No. of Slips typed for the Main Card Catalog

KAL 4. Total Recorded Holdings

~~AU~~ 5. Special Projects:

Collections of note received and processed this year:

Whitney M. Young
Council on Religion and International Affairs

Major projects (from previous years) completed:

Random House
Montgomery (by ELCotlar)

Major uncompleted projects:

J. Barzun, Non-Sectarian Anti-Nazi League, Curtis Brown

MB

6. Ms. Collns: KL No. of New Collns Added KL No. of items added

MB No. of Mss. Processed MB No. of Mss Cataloged

VAL 7. Total Recorded Holdings of Mss. (including total no. of collns) 702,587 5844

Reference and Circulation

BC 1. No. of Ms. Used:

BC 2. No. of Books Used:

Estimate of Reference use (i.e. Ms. Catalogs & Incunabula Catalogs)

RE 3. No. of Reader Visits: Rare Book Room

MB 4. No. of Reader Visits: Ms. Room 1752

RE 5. No. of Items lent for Exhibitions off premises To Whom Lent

ACL 6. Lectures MBB - McKitrick seminar, 24 Sept. 1974; Vaughn seminar, 8 Oct. 1974; Metzger class, 26 Nov. 1974.

BC Operations

1. Shifting, Stack 12, 13, 14 (Book Collns) Dissns.

2. Shifting and Labeling of Ms Collns (Stack 14, 15)

3. Lack of Sufficient Hours Given by B & G to cleaning Stack 14

VA Administration

B C Staffing or Training

Physical Environment During every holiday and during the months of June and July, reading room has been filled beyond capacity nearly every day. Result is readers working at typewriter tables or waiting for seats.

Due to acquisition of extremely large collections, work space is desperately insufficient. Reading room wholly unsuitable for processing, but must often be used anyway. Running out of room in all respects.

Equipment

Shortage of trucks in mss reading room; increasing reader requests to reserve large amounts of material primarily responsible for this.

Future

List of collections to be searched and/or further processed now ca. 15, including Young, CRIA, George Perkins, Berlioz. Anticipate extensive additions to Cerf, Anti-Nazi League, Curtis Brown, in addition to usual acquisitions; anticipate difficulty in treating any of these collections satisfactorily.

Note also increasing use of room for such operations as photographing posters.

1970
2575
2080
172296.

194841

1786

Minneapolis — 3636

Pamirs — 277

5,510,638

3913

63,391
2,827 - gift
55 - [illegible]

66,273

3912 - cat
1107 - dogs.

3413
[illegible]
[illegible]

1 - alum

63,785
2,862

66,647
3,110

69,757
1,107

72,450
3,913

76,363

CH 477 - Tabby

94

130

225

211

267 - Dr

129

265 - Fish

220

250 - Alan

124

388 - Time

RB Rm 618 Mss 201 Mss.

201
947

18-11

Pkt 97

MSRR 274, 863

386 (OH)

Mss DB

35
116
61
24
24
48
30
24
24
116
211

111

USC

Bbs.	Mss	
591	131,833	July
590	139 446	- Aug
500	121,972	
638	121,646	
1982 - Nov	105,803	
1 114	106,636	
713	161,085	- Jan
1809 - Feb	57,256	
1.095	99,050	
1852 - Apr.	134,833	- Apr.
644	63,323	
849	275,251	- June
12,377.	1,518,140.	
	1112	
Mss. in RBBR	1517,028	
1112		

The HERBERT H. LEHMAN Papers

ANNUAL REPORT OF THE CURATOR

1974-1975

Columbia University

SCHOOL OF INTERNATIONAL AFFAIRS

Columbia University
in the City of New York
NEW YORK, N.Y. 10027

HERBERT H. LEHMAN PAPERS

406 INTERNATIONAL AFFAIRS BUILDING

ANNUAL REPORT OF THE CURATOR
JULY 1974 - JULY 1975

This Eighth Annual Report outlines our activities and accomplishments over the past year.

We are pleased with the continuing development of our collection and with the contributions we have been able to make to the academic and social life of this University. In reviewing our activities we note that the number of researchers using our collection has again increased; that we were the fortunate recipient of many unusual and important gifts; and that our facilities attracted a diverse and interesting group of individuals for seminars, meetings, and informal gatherings. Our commitment to the greatest possible use of the Lehman Suite was realized last year.

In the area of general archival work we were able to make great strides in further organizing, preserving, and updating our holdings. Much of the credit for this achievement goes to our dedicated and capable staff.

We have demonstrated and are confident that we will continue to demonstrate growth as a center of knowledge and as a research facility for scholars from all over the world.

William B. Liebmann
Curator

July 1, 1975

ANNUAL REPORT
1974-1975

RESEARCH

Research projects once again demonstrated the wide scope of interest engendered by the Lehman Papers. The list of topics and institutions represented by researchers will be found in Appendix I.

Since the Papers were made public in January, 1967, we have had 168 researchers. A list of the 80 institutions represented by these scholars will be found in Appendix II.

Researchers during the past year came from all parts of the United States and from abroad. Despite the adverse economic conditions still affecting scholars, we are pleased to note that the number of researchers availing themselves of our resources again increased this past year.

In addition to our material covering New York State and UNRRA, our files on displaced persons attracted numerous scholars. Herbert H. Lehman's involvement with relief and rehabilitation, which began in the aftermath of World War I, is documented throughout his papers. This material, together with our holdings of the papers of James G. McDonald, Paul Baerwald, Hugh Jackson, Marshall MacDuffie, and Richard B. Scandrett, Jr., makes our archive one of the most important collections dealing with refugees and their problems. The Charles Poletti files on military government depict another aspect of this problem.

Increasingly over the years, we have been able to strengthen and promote correspondence with former researchers, checking the work they have done with us, and keeping abreast of new works they have in progress. This also enables us to introduce scholars to the work that their colleagues are doing.

ACCESSIONS

Many interesting additions were made to our collection duri: g the past year. A complete list will be found in Appendix III.

Mrs. Herbert H. Lehman, Governor Charles Poletti, and Mrs. Hugh Jackson continued to add correspondence and related material to our files. These examples of continuing support are most welcome and valuable aids to our work. They help to insure the continued updating and completeness of our files.

We have been making every effort to increase our holdings of material concerning Herbert H. Lehman's family, and we are pleased to report that we have been able to add quite a few items in this area. Mrs. E. Nelson Asiel's gift of a turn-of-the-century illuminated manuscript is most interesting because it was a tribute to Emmanuel Lehman.

Herbert Abrons' gift of letters received by his parents, Mr. and Mrs. Louis Abrons, from Herbert Lehman during the period from 1906 to 1926 strengthens our collection of Lehman's very early correspondence. Many of these pieces are hand-written examples.

Due to the cooperation of the American Jewish Historical Society, we now have an absolutely complete file of Governor Lehman's correspondence with Rabbi Stephen S. Wise. By listing our mutual holdings, we have made and exchanged xerox copies of material that we would otherwise lack. We feel that such exchanges are most valuable in insuring the completeness of material at both institutions and is of great value to scholars. We hope to continue and expand this policy with other archives which have holdings of mutual interest.

ARCHIVES

A number of projects were undertaken during the past year for the preservation and expansion of the archive. Special accomplishments were:

1. Cross-indexing of the 200 clipping books was completed. The result of this major task gives us a quick reference to over thirty years of newspaper reports on Herbert H. Lehman's public career.

2. A review of the Campaign File (1928-1962) was begun. This included extracting items for the Special File, making a more detailed catalogue, and renewing folders for better organization and preservation.

3. A simultaneous review of the Washington Legislative Files (1949-1956) was begun, generally involving the same procedures. Both reviews should be completed during the coming year.

4. The Joseph McCarthy and McCarthyism Files, as well as the "Crank" File, were completely reset and recatalogued.

5. All Presidential correspondence was recatalogued and all the material xeroxed. The originals have been placed in protective storage. While this activity required considerable effort, we feel that it was most worthwhile, since researchers now can work easily with the copies, while the originals are guaranteed safe from loss or damage.

6. Other valuable files in our collection were also xeroxed and the originals placed in protective storage. In the coming year, a great deal more of our material will be placed in acid-free wrappers to insure its preservation.

ADMINISTRATION AND STAFF

1974-1975 was a successful year from a general administrative standpoint. With an adequate budget and a capable staff, our objectives were accomplished with a sense of security and continuation.

Our staff includes:

Thomas M. McDaid, M.A., M.Phil., Assistant Curator

Richard Storatz, M.Phil., Administrative Assistant

VISITORS

The guest book of the Lehman Suite again attests to the great variety of people from both the United States and abroad who have visited this archive. Not only did we attract scholars to our Suite, but government officials, businessmen, publishers, writers, and tourists also visited this archive.

SEMINAR ROOM AND STUDY

Regularly scheduled seminars were again held on a weekly basis in our Seminar Room (see Appendix IV). A different and interesting group is already scheduled for the academic year 1975-1976 (see Appendix V).

The Seminar Room was again the scene of a number of interesting conferences. Among them were: Dean Harvey Picker's conference for Deans of Schools of International Affairs; Vice-President Warren Haas' series of meetings with the librarians of the New York Public, Yale, and Harvard libraries--these were continuations of discussions on cooperative endeavors started the previous year; and a special meeting of librarians concerned with East Asian material.

The Governor's Study was again used for a good number of oral history interviews. A television interview was conducted by WABC-TV with scholars on urban affairs. An informal luncheon was held for members of Professor William E. Leuchtenburg's seminar on recent American history. Two receptions were held for Professor Abba Eban following his lectures in McMillan Theatre; and Professor Eban's students arranged an informal farewell luncheon for him following the last session of his seminar.

OTHER ACTIVITIES

The Curator addressed a session of Professor Maurice F. Tauber's seminar on archival management. He also spoke on the proper use of an archive and the story of the Lehman Papers to a session of Professor Henry Graff's seminar on recent American history.

The Curator was present at two annual functions of Herbert H. Lehman College: the Lehman Memorial Lecture on March 4th and the Commencement Exercises on June 4th.

RESEARCH PROJECTS OF SCHOLARS USING THE LEHMAN PAPERS JULY 1974-JULY 1975

Subject	Purpose	Institution
The Allies in Wartime Italy	Dissertation	Instituto di Studi Europei, Turin
The Anglo-American Special Relationship, 1898-1970	Dissertation	Columbia
Aspects of the Palestine Question and United States Diplomacy	Article	University of New Mexico
Congressional Attempts to Limit the President's Control of American Foreign Policy	Dissertation	Columbia
The Decline of American Radicalism	Article	New York *Post*
The Democratic Party in Urban Politics in New York State, 1933-1938	Dissertation	St. John's University, Long Island
Digging In: John F. Kennedy and the Fallout Shelter Boom	Dissertation	Columbia
Factional Disputes within the International Ladies' Garment Workers Union, 1919-1928	Dissertation	State University of New York, Binghamton
The Fifties	Book	Unaffiliated
The German-Jewish Refugees in the Netherlands, 1933-1940	Dissertation	Hebrew University, Jerusalem

Subject	Purpose	Institution
Harlem in the Depression	Dissertation	Columbia
Harold Stassen	Book	Unaffiliated
Israel and American Jewry	Book	Virginia Commonwealth University
Italian Immigrant Women in the United States	Article	City University of New York
Italian Immigration to the United States	Article	Columbia
James G. McDonald and German Refugees	Article	Yivo Institute of Jewish Research
The Martha Deane Radio Program	Article	Unaffiliated
New York City and State Political Campaigns of 1938	Article	Georgia Institute of Technology
New York Gubernatorial Election of 1938	Dissertation	Yale University
1933 New York State Minimum Wage for Women and Children	Dissertation	Columbia
Non-Zionists in America, 1940-1948	Dissertation	Hebrew University, Jerusalem
Persistence of Ethnicity: New York Jews, 1920-1940	Dissertation	Columbia
The President's Advisory Committee on Political Refugees	Article	Queens College

Subject	Purpose	Institution
Regionalism and Postwar Order in Danubean Europe, 1942-1948	Dissertation	London School of Economics
Roosevelt, Refugees and the German-Jewish Crises in the 1930's and 1940's	Article	Unaffiliated
Rose Schneiderman: A Biography	Dissertation	University of Delaware
Sino-American Relations After 1945	Dissertation	Columbia
Tenant Associations in New York City, 1890-1970	Book	Columbia Center for Policy Research
United States Foreign Policy and the Middle East: 1945-1948	Dissertation	University of Texas
U.S.-Palestine Foreign Relations, 1939-1948	Book	Bard College
Wilbur Cross	Article	Columbia University School of Law

RECORD OF INSTITUTIONS REPRESENTED BY RESEARCHERS WHO HAVE USED THE LEHMAN PAPERS SINCE THE OPENING OF THE COLLECTION, JANUARY 1967 THROUGH JUNE 1975

Institution	Number of Researchers
ADELPHI UNIVERSITY	1
BAR-ILAN UNIVERSITY	1
BARD COLLEGE	3
BOSTON UNIVERSITY	1
BRANDEIS UNIVERSITY	4
UNIVERSITY OF CALIFORNIA	
Riverside Campus	1
CAMBRIDGE UNIVERSITY	1
CITY UNIVERSITY OF NEW YORK	
Baruch College	1
Brooklyn College	1
Graduate Center	3
Herbert H. Lehman College	1
Hunter College	2
Queens College	1
Queensborough Community College	1
COLUMBIA UNIVERSITY	
Barnard College	3
Columbia Center for Policy Research	1
Graduate School of the Arts and Sciences	44
School of Law	1
Teachers College	2
UNIVERSITY OF CONNECTICUT	2
CORNELL UNIVERSITY	1
COUNCIL ON FOREIGN RELATIONS	1
DALHOUSIE UNIVERSITY [Canada]	1
UNIVERSITY OF DELAWARE	1
DROPSIE UNIVERSITY	1
FORDHAM UNIVERSITY	2
GEORGETOWN UNIVERSITY	1
GEORGIA INSTITUTE OF TECHNOLOGY	1

Institution	Number of Researchers
UNIVERSITY OF GEORGIA	1
HARVARD UNIVERSITY	3
HEBREW UNION COLLEGE (Jewish Institute of Religion)	1
HEBREW UNIVERSITY [Jerusalem]	2
UNIVERSITY OF ILLINOIS	1
INDIANA UNIVERSITY	2
INSTITUTO DI STUDI EUROPEI [Turin]	1
JEWISH TEACHERS SEMINARY UNIVERSITY	1
JOHNS HOPKINS UNIVERSITY	2
UNIVERSITY OF KANSAS	2
LEEDS UNIVERSITY [England]	1
LONDON SCHOOL OF ECONOMICS	1
UNIVERSITY OF MARYLAND	3
UNIVERSITY OF MASSACHUSETTS	2
UNIVERSITY OF MICHIGAN	1
UNIVERSITY OF MINNESOTA	1
UNIVERSITY OF MISSOURI	3
NATIONAL ARCHIVES	
National Records Center [Suitland, Maryland]	1
Harry S. Truman Library	1
UNIVERSITY OF NEW MEXICO	1
"NEW YORK POST"	1
NEW YORK UNIVERSITY	4
UNIVERSITY OF NOTRE DAME	1
OHIO STATE UNIVERSITY	1
OXFORD UNIVERSITY	1
PACE COLLEGE	1
UNIVERSITY OF PENNSYLVANIA	2
SARAH LAWRENCE COLLEGE	1
ST. FRANCIS COLLEGE [Brooklyn]	1
ST. JOHN'S UNIVERSITY [Long Island]	6
SOUTHWESTERN COLLLEGE	1

Institution	Number of Researchers
STANFORD UNIVERSITY	3
STATE UNIVERSITY OF NEW YORK	
Albany Campus	1
Binghamton Campus	1
Oswego Campus	1
Stony Brook Campus	1
SYRACUSE UNIVERSITY	1
TEMPLE UNIVERSITY	1
UNIVERSITY OF TEXAS	1
UNIVERSITY OF TOLEDO	1
UNIVERSITY OF TORONTO	1
TUFTS UNIVERSITY	1
UNITED NATIONS SECRETARIAT	1
VANDERBILT UNIVERSITY	1
VIRGINIA COMMONWEALTH UNIVERSITY	1
WESTERN CONNECTICUT STATE COLLEGE	1
COLLEGE OF WILLIAM AND MARY	1
WILLIAMS COLLEGE	1
UNIVERSITY OF WISCONSIN	1
YALE UNIVERSITY	2
YESHIVA UNIVERSITY	1
YIVO INSTITUTE FOR JEWISH RESEARCH	2
Unaffiliated Authors and Historians	7

A summary shows that the Lehman Papers have had 168 researchers. Seven were unaffiliated, and the other 161 represented eighty institutions.

ACCESSIONS
JULY 1974-JULY 1975

BY GIFT:

HERBERT L. ABRONS, New York, New York
Letters of Herbert H. Lehman to Mr. and Mrs. Louis Abrons for the period April 23, 1906 to May 25, 1926. 19 pieces. This was an important gift, as it added to our earliest holdings of Lehman correspondence.

AMERICAN JEWISH HISTORICAL SOCIETY, Waltham, Massachusetts
Xerox copies of Stephen S. Wise - Herbert H. Lehman correspondence, July, 1917 to March, 1948. App. 78 pieces. Xerox copies of Max J. Kohler - Herbert H. Lehman correspondence, 1933-1934. 3 pieces. Xerox copy of Herbert H. Lehman address before National Emergency Conference, New York, April 15, 1917.

MRS. E. NELSON ASIEL, White Plains, New York
Tribute to Emmanuel Lehman by the Board of the Hebrew Benevolent and Orphan Society (1901). Folio, gilt decorated full green levant morocco by W. Launder, enclosed in silk-lined oak box. An unusual manuscript illustrated and illuminated in gold and color. This is an interesting and valuable addition to our collection of Lehman family history.

ROBERT G. BARNES and COLUMBIA UNIVERSITY PRESS, New York, New York
Two Renaissance Book Hunters. The Letters of Poggius Bracciolini to Nicolaus de Niccolis. Edited and translated by Phyllis W. G. Gordan. New York, 1974. This volume adds to our collection of Lehman family material. Mrs. Gordan is a grand-niece of Herbert H. Lehman.

DOUBLEDAY & CO., INC., New York, New York
Twenty Against the Underworld, by Thomas E. Dewey. Edited by Rodney Campbell. Garden City, New York, 1974.

PROFESSOR HENRY L. FEINGOLD, New York, New York
"Rescue through Mass Resettlement: Some New Documents, 1938-1943," by Henry L. Feingold. Page proofs of articles to appear in *Michael,* the publication of the Diaspora Research Institute of Tel Aviv University. 25 pages.

ACCESSIONS

JOEL H. HALIO, Brooklyn, New York

La Vara, Vol. XV, no. 740 (October 30, 1936). Concerns the gubernatorial campaign of 1936 in which the donor's grandfather, Albert J. Torres of the Sephardic Publishing Co., publisher of *La Vara*, worked in the Nationalities Division.

HERBERT H. LEHMAN COLLEGE, Bronx, New York

"The Dragons Have Teeth. Commencement Address, June 4, 1974," by Timothy S. Healy. New York, 1974. "Proposals for a Planetary Community. Herbert H. Lehman Memorial Lecture, April 10, 1973," by Barbara Ward, Lady Jackson. New York, 1974. "Needed: A New Firestorm. Herbert H. Lehman Memorial Lecture, March 28, 1974," by Joseph P. Lash. New York, 1974.

PROFESSOR ROBERT P. INGALLS, Tampa, Florida

"Herbert H. Lehman and New York's Little New Deal," by Robert Paul Ingalls. Unpublished Ph.D. dissertation, Columbia University. New York, 1973. 537 pages. Trade publication of this work has been announced for the fall of 1975.

MRS. HUGH JACKSON, Alpine, New Jersey

26 photographs of UNRRA meeting, Atlantic City, New Jersey, 1943. To be added to the Hugh Jackson Papers, which Mrs. Jackson presented to us in 1966.

MRS. HERBERT H. LEHMAN, New York, New York

Mrs. Lehman's contributions to the collection this past year have been most important and interesting. Correspondence has included typed letters signed by Eleanor Roosevelt and Sam Ervin, Jr. Memorabilia included a silver cigarette box which was presented to Governor Lehman by the Visiting Nurse Service of New York, and a pair of original drawings of Herbert and Edith Lehman by S. J. Woolf, which had illustrated "profile" articles by Woolf which appeared in *The New York Times Magazine* during the 1930's.

JOHN R. LEHMAN and MRS. RICHARD KAYE KORN, New York, New York

Bi-monthly replacement of the flower arrangement in our Seminar Room.

ACCESSIONS

MR. and MRS. WILLIAM B. LIEBMANN, Westport, Connecticut
Disc recordings of speeches of Winston Churchill and Dwight D. Eisenhower. A Collection of books, including: *Invincible Summer: An Intimate Portrait of the Roosevelts Based on The Recollections of Marion Dickerman,* by Kenneth S. Davis and Mary Belle Starr. New York, 1974. "To Hold the Renaissance in Our Hands: Address Given . . . 26 June, 1974," by Phyllis Goodhart Gordan. Reprint from *The Bodleian Library Record,* Vol. 9, no. 3 (December, 1974). *Two Letters in Praise . . .* Stamford, Connecticut: Overbrook Press (1950). 4 pages. *Responses of the Presidents to Charges of Misconduct,* edited by C. Vann Woodward. New York, 1974. The section 1901-1969, edited by William E. Leuchtenburg, contains articles by James Boylan, John Chambers, Mark I. Gelfand, and Robert P. Ingalls, all of whom have been researchers at the Lehman Papers.

JAMES A. LISTORI, New York, New York
The International Development Strategy: An In-Depth Discussion. Audio-cassette series. 4 tapes with copies of introductory pamphlet.

HON. CHARLES POLETTI, Marco Island, Florida
Governor Poletti again made important gifts to our collection. In addition to a very generous cash donation, he brought his own correspondence files up to date, including clippings and photographs (app. 350 pieces). He also presented the manuscript travel diaries of Jean Knox Poletti, 7 volumes. In addition, he donated a number of books and pamphlets, including: *The Power Broker: Robert Moses and the Fall of New York,* by Robert Caro. New York (1974).

MRS. ARTHUR M. REIS, New York, New York
Typed letter, signed, from Herbert H. Lehman to Mrs. Reis, October 2, 1933. 1 page.

MRS. WILLIAM H. SCHUBART, New York, New York
Typed letter, signed, from Herbert H. Lehman to Mrs. Schubart, October 25, 1961. 1 page.

ACCESSIONS

PROFESSOR GEORGE WOODBRIDGE, New York, New York
Collection of app. 140 books and pamphlets concerning UNRRA and related international affairs. Typescript of *Origins of UNRRA*, 55 pages, and related correspondence, 21 pages. Dr. Woodbridge was Chief Historian of UNRRA, and he has donated printed material previously lacking in our collection.

MRS. GURI LIE ZECKENDORF, New York, New York
An Untold Story: The Roosevelts of Hyde Park, by Elliott Roosevelt and James Brough. New York (1973).

BY TRANSFER:

COLUMBIA UNIVERSITY LIBRARY, New York, New York
Approximately 170 volumes of biographical reference works, histories, and other books relating to the Lehman era through the Gift and Exchange Department of the Library Acquisitions Office.

PROFESSORS WHO HELD SEMINARS IN THE LEHMAN SUITE DURING ACADEMIC YEAR 1974-1975

JACQUES BARZUN, University Professor

ZBIGNIEW BRZEZINSKI, Herbert H. Lehman Professor of Government and Director of the Research Institute for International Change

HONORABLE ABBA EBAN, Visiting Professor of International Relations

AINSLEE T. EMBREE, Professor of History and Associate Dean of the Faculty of International Affairs

WILLIAM T. R. FOX, Bryce Professor of the History of International Relations and Director of the Institute of War and Peace Studies

ROGER HILSMAN, Professor of Government

JACOB C. HUREWITZ, Professor of Government and Director of the Middle East Institute

WILLIAM E. LEUCHTENBURG, DeWitt Clinton Professor of American History

ELIZABETH B. MASON, Associate Director of the Oral History Research Office

HARVEY PICKER, Professor of International Relations and Dean of the Faculty of International Affiars

LOUIS M. STARR, Associate Professor of Journalism and Director of the Oral History Research Office

FRITZ R. STERN, Seth Low Professor of History

MAURICE F. TAUBER, Melvil Dewey Professor of Library Service

PROFESSORS SCHEDULED TO HOLD SEMINARS IN THE LEHMAN SUITE DURING THE ACADEMIC YEAR 1975-1976

EDWARD ALLWORTH, Professor of Turco-Soviet Studies. *Seminar in Central Asian Studies.*

ZBIGNIEW BRZEZINSKI, Herbert H. Lehman Professor of Government and Director of the Research Institute on International Change. *Topics in Soviet Politics.*

HERBERT A. DEANE, Lieber Professor of Political Philosophy and Professor of Government. *Seminar on Political Thought.*

ROGER HILSMAN, Professor of Government. *Colloquium on Future Perspectives in World Politics and U.S. Foreign Relations.*

JACOB C. HUREWITZ, Professor of Government and Director of the Middle East Institute. *International and Regional Politics in the Middle East and North Africa in the Twentieth Century.*

ELIZABETH B. MASON, Associate Director of the Oral History Research Office. *Oral History.*

HARVEY PICKER, Professor of International Relations and Dean of the Faculty of International Affairs. *The Social Control of Technology.*

MARSHALL D. SHULMAN, Adlai E. Stevenson Professor of International Relations, Professor of Government, and Director of the Russian Institute. *Arms Control.*

LOUIS M. STARR, Associate Professor of Journalism and Director of the Oral History Research Office. *Oral History.*

FRITZ R. STERN, Seth Low Professor of History. *Colloquium on New Perspectives on German History, 1862-1933.*

Fund	Books	Misc	Calls	Apps	Misc	Total
293	22/ 670.26	3/ 334.75	2/ 14,455.00		2/ 31.96	15,521.97
297	5/ 742.50	3/ 2,400.00	2/ 702.53			3,845.03
299				4/ 1,925.00		1,925.00
482	4/ 4,550.00					4,550.00
483	2/ 155.00					155.00
484	8/ 1,033.50		1/ 375.00			1,408.50
497	5/ 4,285.00	1/ 524.35				4,809.35
503		2/ 1,400.00				1,400.00
534	3/ 475.00	1/ 150.00	1/ 600.00			1,225.00
535						—
536	8/ 945.00	1/ 550.00				1,495.00
	55/ 12,854.26	11/ 5,359.10	6/ 16,162.53	4/ 1,925.00	3/ 31.96	36,334.85

General Fund

1974-75	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	11 $ 404.66	3 2 Rec'd after 6/30/75 $ 334.75	2 Gerard Seminar - $~~12,985.00~~	+1572 - see 297	1 Passport pd 6/30/75 $11.96	15,236.37 $13,736.37
August	1 $ 15.00		14,485.00			$ 15.00
September	3 $ 76.50				1 $20.00	$ 96.50
October	1 $ 35.00					$ 35.00
November	2 2 @ 23.40 = 47.10					47.10
December						—
January	1) $ 25.00					$ 25.00
February	2 $ 60.00					$ 60.00
March	1 $ 7.00					$ 7.00
April						—
May						—
June						—
	22	3	2		1	
TOTALS	670.26	334.75	14,485.00		31.96	15,521.97

1974-75	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	3 Cocker, Altruga, Brudzewo $4,075.00					$4,075.00
August						—
September						—
October	1 $ 475.00					$ 475.00
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
	4/					
TOTALS	4,550.00					4,550.00

Allotment: #4,518.

1974-75	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	2 $155.00					$155.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
	155					155 —

Allotment: $155.

1974-75	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September	2 $ 320.00					$ 320.00
October	2 $ 200.00					$ 200.00
November						—
December	2) $315.00					$ 315.00
January	1) $150.00					$ 150.00
February	1 $ 48.50		1 Rec'd after deadline $375.00			$ 423.50
March						—
April						—
May						—
June						—
TOTALS	$ 1,033.50		375.00			1,408.50

Allotment: $ 1,390.

1974-75	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March		1 Santayana $150.00				$150.00
April						—
May		1 Santayana $1,250.00				$1,250.00
June						—
TOTALS		1,400.00				1,400.00

534

Friends Endowment

1974-75	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July		1 $150.00				$150.00
August						—
September	2 $ 350.00					$ 350.00
October						—
November						—
December						—
January	1) $ 125.00					$ 125.00
February			1 Bond + Bond Auction $ 600.00			$ 600.00
March						—
April						—
May						—
June						—
TOTALS	3/ 475.00	1/ 150.00	1/ 600.00			1,225.00

Allotment: $1,100.

1974-75	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	2 Rare Books $345.00					$345.00
August						—
September						—
October		1 Crane $.550.00				$ 550.00
November						—
December						—
January	1) $600.00					$ 600.00
February						—
March						—
April						—
May						—
June						—
TOTALS	2 945.00	1 550.00				1,495.00

Allotment: $1,401.

Duplicates

1974-75	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July			2 Greene Coronac ~~$2,102.53~~ $602.53	1500 - see 293		602.53 ~~$2,102.53~~
August						—
September	1 $ 37.50					$ 37.50
October						—
November						—
December	1) $ 40.00					$ 40.00
January	4) $540.00					$ 540.00
February			1 Budd Bud Archive $100.00			$ 100.00
March	2 $125.00	2 Conan Doyle, Hughes $2,350.00				$2,475.00
April						—
May		1 John Lane $50.00				$ 50.00
June						—
TOTALS	4/ 742.50	3/ 2400.00	2/ 2702.53			3,845.03

Balance in Fund July 1, 1974 — $1,722

Appraisals

1974-75	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January						—
Febraury				1 Auerbach $1,300.00		$1,300.00
March				2 Auerbach $ 400.00		$ 400.00
April						—
May				1 Auerbach $225.00		$ 225.00
June						—
TOTALS				1,925.00		1,925.00

Allotment : $ 1,500.

1974-75	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	3 Dante, Hieracles, Juvenal $3,550.00					$3,550.00.
August						—
September		1 Possio Bracciolini $524.35				$ 524.35
October						—
November	1 $ 60.00					$ 60.00
December						—
January	1) $ 675.00					$ 675.00
February						—
March						—
April						—
May						—
June						—
TOTAL	4,285.00	524.35				4,809.35

Allotment: $5,625.

Miscellaneous Gifts

1974-75	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
TOTAIS						